Financial Reporting and Data Collection

Jason D. Heilman

Pupil Transportation Program Administrator

Ohio | Department of Education

Discussion Topics

Review of
T- Report

Preparing for the
T-1 Report

Beginning Steps

Collecting Valid Data

Personal Audits

Review

Q and A

Discussion Topics

ORC 3327.01

Transportation of Pupils

Shall deliver students enrolled in preschool through twelfth grades to their respective public and nonpublic schools:

- not sooner than thirty minutes prior to the beginning of school
- be available to pick them up not later than thirty minutes after the close of their respective schools each day.

Consider them as Book Ends

T-1

T-2

Funding by Students or miles

Filing Deadlines

- **T-1: November 1**

- **Amended T-1: Jan. 31**

- **T-2: Aug. 31**

Calendar
Sun
Mon
Tue
Wed
Thu
Fri
Sat
1 2 3 4
5 6 7 8 9 10 11
12 13 14 15 16 17 18
19 20 21 22 23 24 25
26 27 28 29 30 31

Transportation Formula: FY23

FY23 count week Oct. 3-7

What does the State fund?

- ✓ Yellow School Bus
- ✓ Public Utility (i.e. Metro/COTA/TARTA)
- ✓ Vans/Vehicles other than a school bus
- ✓ Supplemental Transportation
- ✓ Special Education Transportation (not part of “foundation formula”)

Compliant Types of Transportation

- Type I
- Type 1A
- Type II
- Type III

Board-owned, leased, and operated school buses

Compliant Types of Transportation

- Type I
- **Type 1A**
- Type II
- Type III

Students transported by school bus service contracted from another school.

Compliant Types of Transportation

- Type I
- Type 1A
- **Type II**
- Type III

Contractor-owned, leased, and operated school buses assigned exclusively to a given district.

Compliant Types of Transportation

- Type I
- Type 1A
- Type II
- Type III

Public Utility

ORC 3327.017

Mass transit to transport community and nonpublic school students

No city, local, or exempted village school district shall provide or arrange for transportation for any eligible student enrolled in any of grades kindergarten through eight in a community school established under Chapter 3314. of the Revised Code or chartered nonpublic school to and from school using vehicles operated by a mass transit system, unless the district enters into an agreement with that school authorizing such transportation. An agreement under division (B) of this section shall not be effective unless both the school district and community or chartered nonpublic school approve it.

ORC 3327.017

Mass transit to transport community and nonpublic school students

A school district that elects to provide or arrange for transportation for any eligible student enrolled in any of grades nine through twelve in a community or chartered nonpublic school to and from school using vehicles operated by a mass transit system shall ensure that the student is assigned to a route that does not require the student to make more than one transfer.

Other Compliant Methods

- Type IV
- Type V
- Type VI
- Type VII

Payment in Lieu of

ORC 3327.02

Resolution declaring impracticality of transportation- offer of payment in lieu of transportation

(1) The time and distance required to provide the transportation;
(2) The number of pupils to be transported;
(3) The cost of providing transportation in terms of equipment, maintenance, personnel, and administration;
(4) Whether similar or equivalent service is provided to other pupils eligible for transportation;
(5) Whether and to what extent the additional service unavoidably disrupts current transportation schedules;
(6) Whether other reimbursable types of transportation are available.

ORC 3327.02

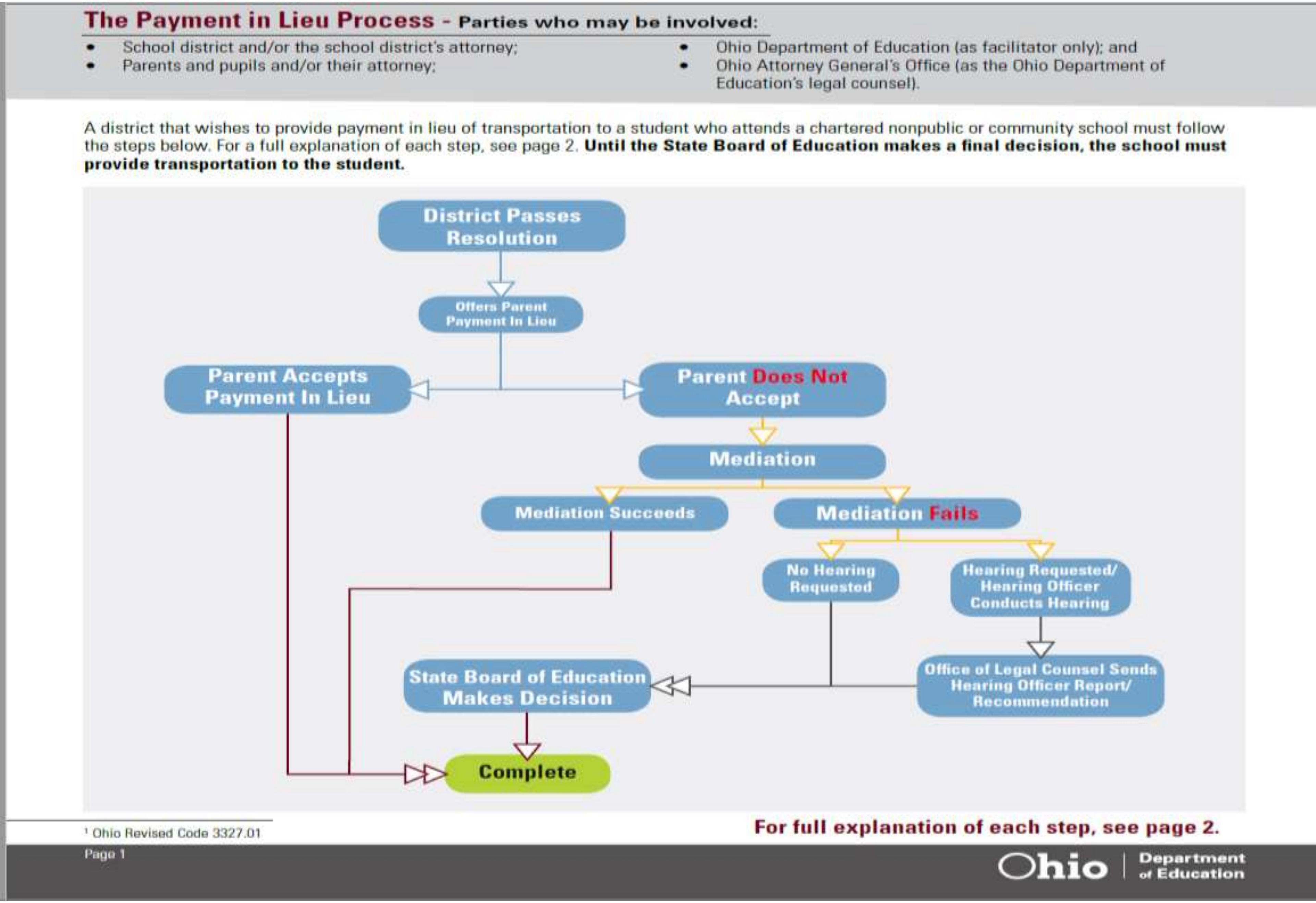
Resolution declaring impracticality of transportation-offer of payment in lieu of transportation

Such determination shall be made not later than thirty calendar days prior to the district's or school's first day of instruction, or in the case of a student who enrolls within thirty calendar days prior to the first day of instruction or on or after the first day of instruction, not later than fourteen calendar days after the student's enrollment.

ORC 3327.02

Resolution declaring impracticality of transportation-offer of payment in lieu of transportation

The board or governing authority shall issue a letter to the pupil's parent, guardian, or other person in charge of the pupil, the nonpublic or community school in which the pupil is enrolled, and to the state board with a detailed description of the reasons for which such determination was made. The submission to the state board shall be submitted to: PILOtransportation@education.ohio.gov



The Payment in Lieu Process - Parties who may be involved:

- School district and/or the school district's attorney;
- Parents and pupils and/or their attorney;
- Ohio Department of Education (as facilitator only); and
- Ohio Attorney General's Office (as the Ohio Department of Education's legal counsel).

A district that wishes to provide payment in lieu of transportation to a student who attends a chartered nonpublic or community school must follow the steps below. For a full explanation of each step, see page 2. **Until the State Board of Education makes a final decision, the school must provide transportation to the student.**

District Passes Resolution
Offers Parent Payment In Lieu
Parent Accepts Payment In Lieu
Parent Does Not Accept
Mediation
Mediation Succeeds
Mediation Fails
No Hearing Requested
Hearing Requested/ Hearing Officer Conducts Hearing
Office of Legal Counsel Sends Hearing Officer Report/ Recommendation
State Board of Education Makes Decision
Complete

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[1] Ohio Revised Code 3327.01

For full explanation of each step, see page 2.

Other Compliant Methods

Type IV

Type V

Type VI

Type VII

Board-owned vehicles other than school buses

9 or fewer passengers

Other Compliant Methods

- Type IV
- Type V
- **Type VI**
- Type VII

Privately-owned vehicles other than school buses

Includes contracts with parents (special education)

Other Compliant Methods

Type IV

Type V

Type VI

Type VII

Community school students who are transported by the community school

Fundable Students

Regular Education

- ✓PK-12 Students (state law requires K-8)
- ✓All residential eligible Typical Students from assigned school
  - ✓Public school (PS)
  - ✓Non-public School (NP)
  - ✓Community School (CS)

Special Education

(Separate funding process)

Regular Transportation

- Greater of statewide cost per rider or cost per mile.
- Minimum state share percentage of 33.33% percent for FY23. Districts paid greater of local share percentage or state share percentage. ORC 3317.0212

Financial Data Reporting

T-1 = ACTUAL PS,

CS (1.5),
and NP (2.0)

Riders Reported by District

Impact of the T Reports

Funding Ramifications

Future Data Collection

Student Counts

Your Key Concerns

Tracking Expenses

EMIS vs. T-1 Data

How to Collect Data

Accurately Recording Data

Sequence of Events

Bus Inventory

Driver Count Sheets

Driver Counts 1st FULL week in October (October 3-7)

Sequence of Events

Compile AVERAGE DAILY Driver Counts and DAILY Miles

Data Entry

Data Validation

Sequence of Events

Internal Audit

Signature “Gathering”

Submission

Let’s Begin

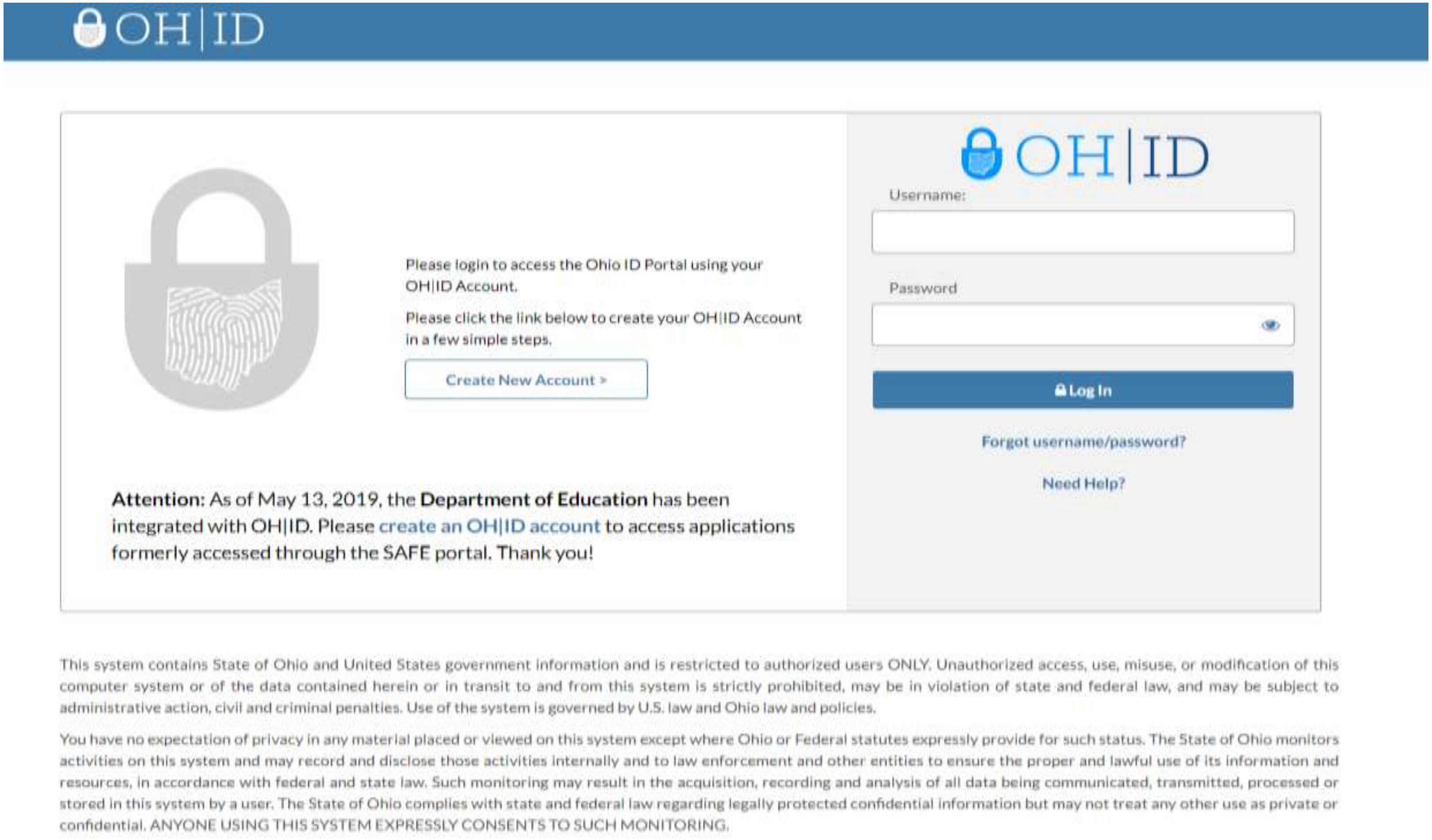
Are your buses listed in the Bus Inventory?

Create Driver Count Form

Driver counts taken first full week in October

Get Started: Log into SAFE

https://safe.ode.state.oh.us/portal



Please login to access the Ohio ID Portal using your OH|ID Account.

Please click the link below to create your OH|ID Account in a few simple steps.

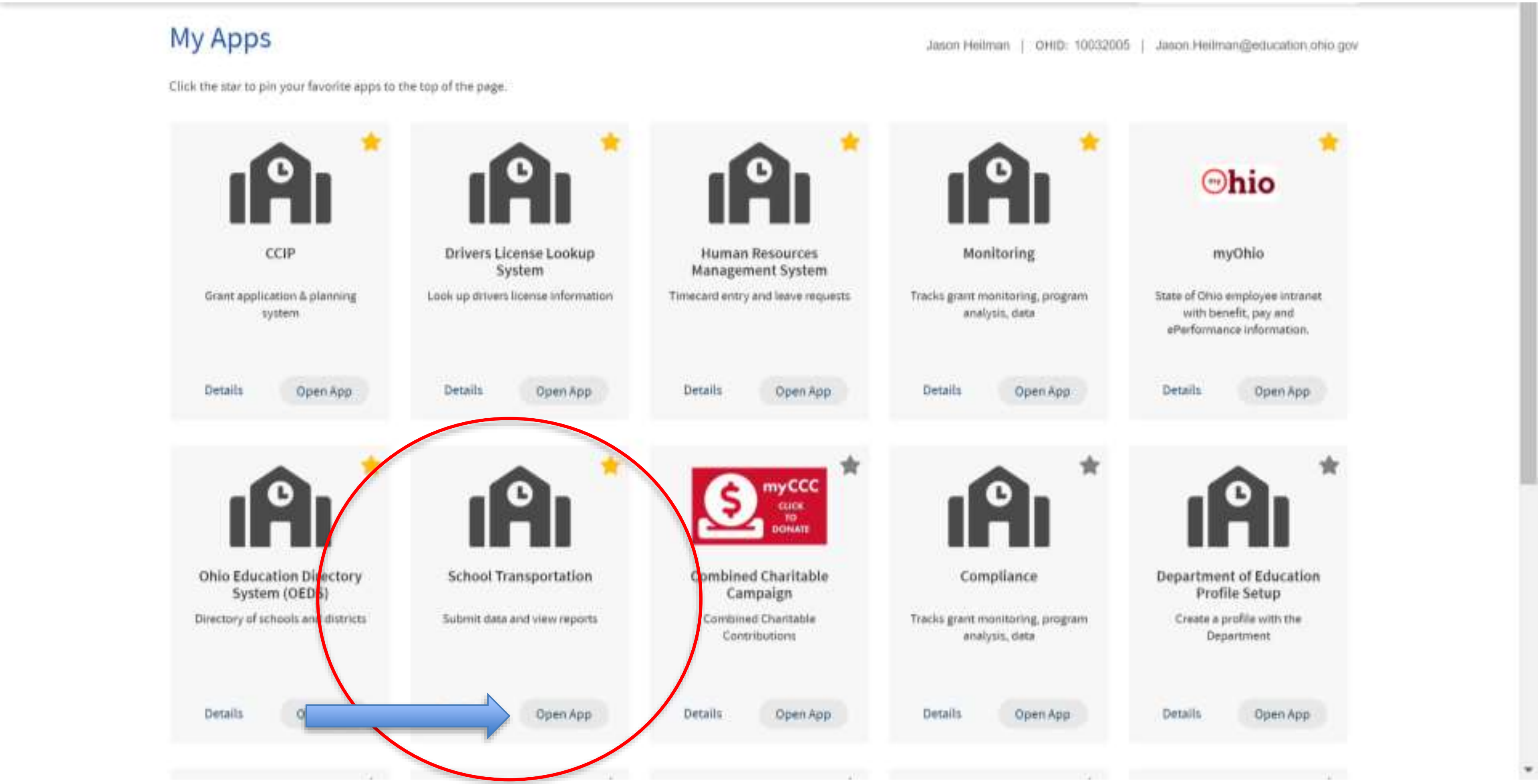
Attention: As of May 13, 2019, the **Department of Education** has been integrated with OH|ID. Please create an OH|ID account to access applications formerly accessed through the SAFE portal. Thank you!

This system contains State of Ohio and United States government information and is restricted to authorized users ONLY. Unauthorized access, use, misuse, or modification of this computer system or of the data contained herein or in transit to and from this system is strictly prohibited, may be in violation of state and federal law, and may be subject to administrative action, civil and criminal penalties. Use of the system is governed by U.S. law and Ohio law and policies.

You have no expectation of privacy in any material placed or viewed on this system except where Ohio or Federal statutes expressly provide for such status. The State of Ohio monitors activities on this system and may record and disclose those activities internally and to law enforcement and other entities to ensure the proper and lawful use of its information and resources, in accordance with federal and state law. Such monitoring may result in the acquisition, recording and analysis of all data being communicated, transmitted, processed or stored in this system by a user. The State of Ohio complies with state and federal law regarding legally protected confidential information but may not treat any other use as private or confidential. ANYONE USING THIS SYSTEM EXPRESSLY CONSENTS TO SUCH MONITORING.

Get Started: Log in to SAFE

safe.ode.state.oh.us/portal



My Apps

Jason Heilman | OHID: 10032005 | Jason.Heilman@education.ohio.gov

Click the star to pin your favorite apps to the top of the page.

CCIP
Grant application & planning system
Details Open App

Drivers License Lookup System
Look up drivers license information
Details Open App

Human Resources Management System
Timecard entry and leave requests
Details Open App

Monitoring
Tracks grant monitoring, program analysis, data
Details Open App

myOhio
State of Ohio employee intranet with benefit, pay and ePerformance information.
Details Open App

Ohio Education Directory System (OEDS)
Directory of schools and districts
Details O

School Transportation
Submit data and view reports
Details Open App

Combined Charitable Campaign
Combined Charitable Contributions
Details Open App

Compliance
Tracks grant monitoring, program analysis, data
Details Open App

Department of Education Profile Setup
Create a profile with the Department
Details Open App

Get Started: Log in to SAFE

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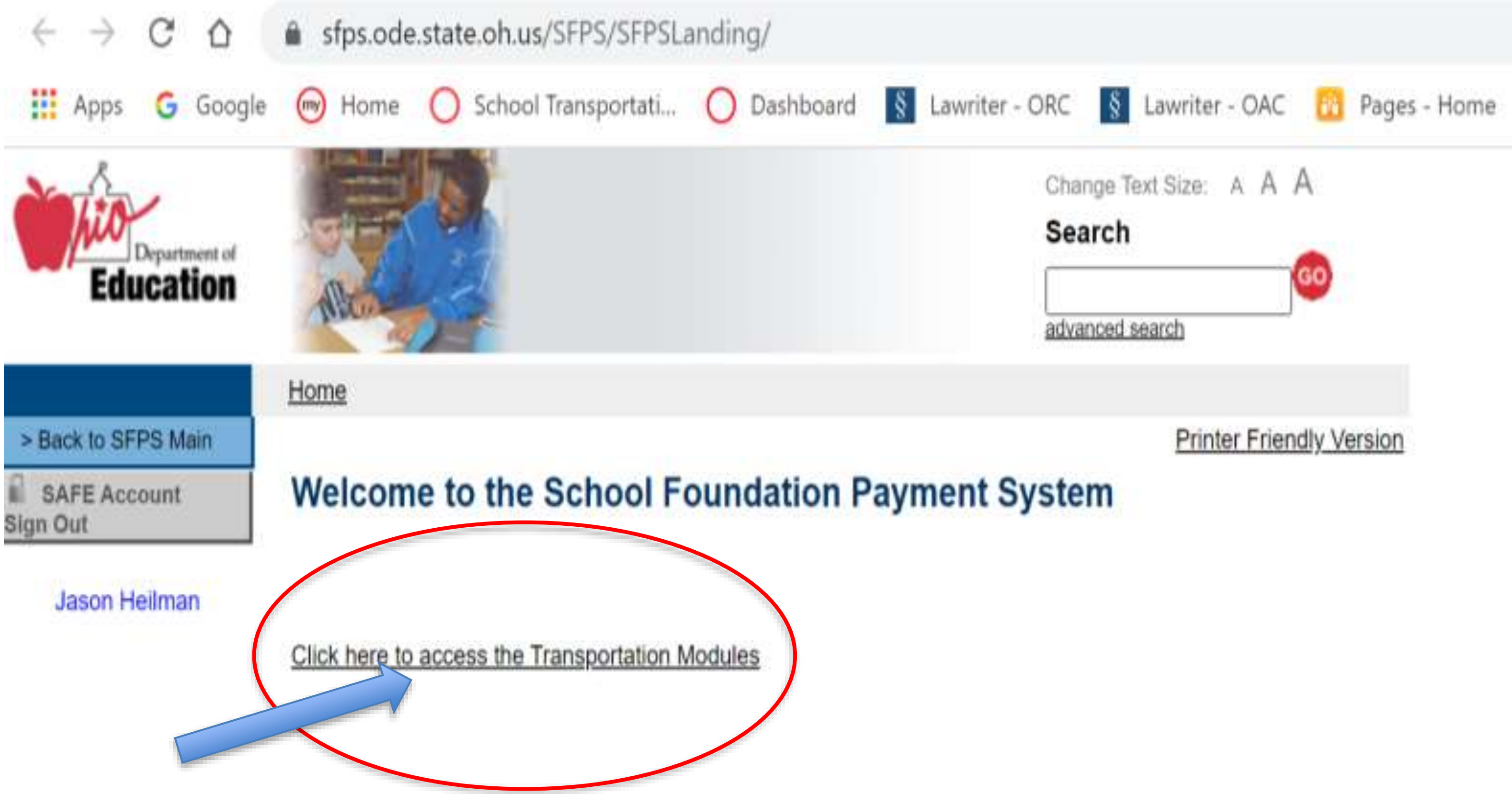


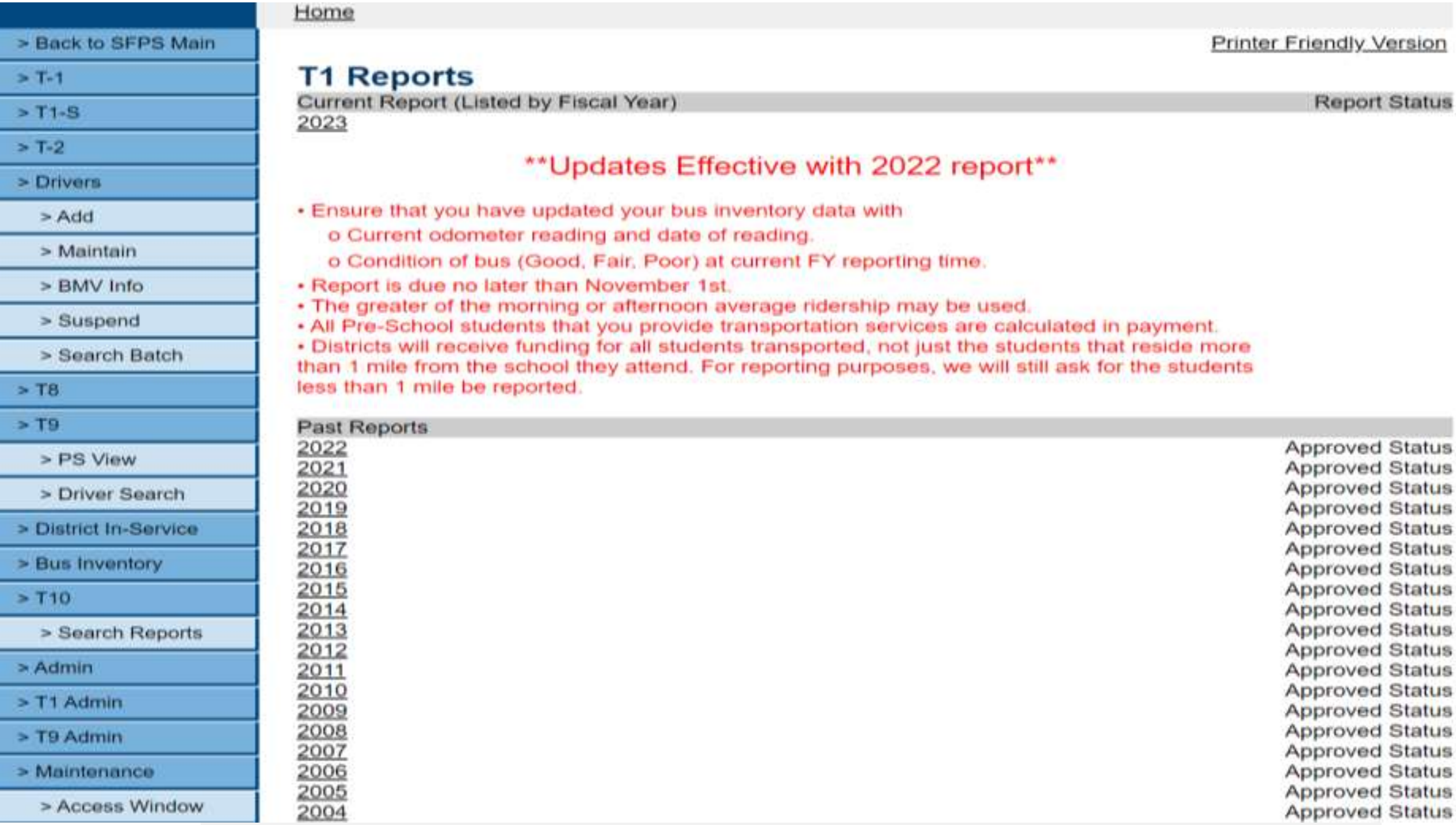
sfps.ode.state.oh.us/SFPS/SFPSLanding/
Apps
Google
Home
School Transportati...
Dashboard
Lawriter - ORC
Lawriter - OAC
Pages - Home
Department of Education
Change Text Size: A A A
Search
GO
advanced search
Home
> Back to SFPS Main
SAFE Account Sign Out
Printer Friendly Version

Welcome to the School Foundation Payment System

Jason Heilman

Click here to access the Transportation Modules

Transportation Module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> BMV Info
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> T9
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> Admin
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> T9 Admin
> Maintenance
> Access Window
Home
Printer Friendly Version

T1 Reports

Current Report (Listed by Fiscal Year)	Report Status
2023	

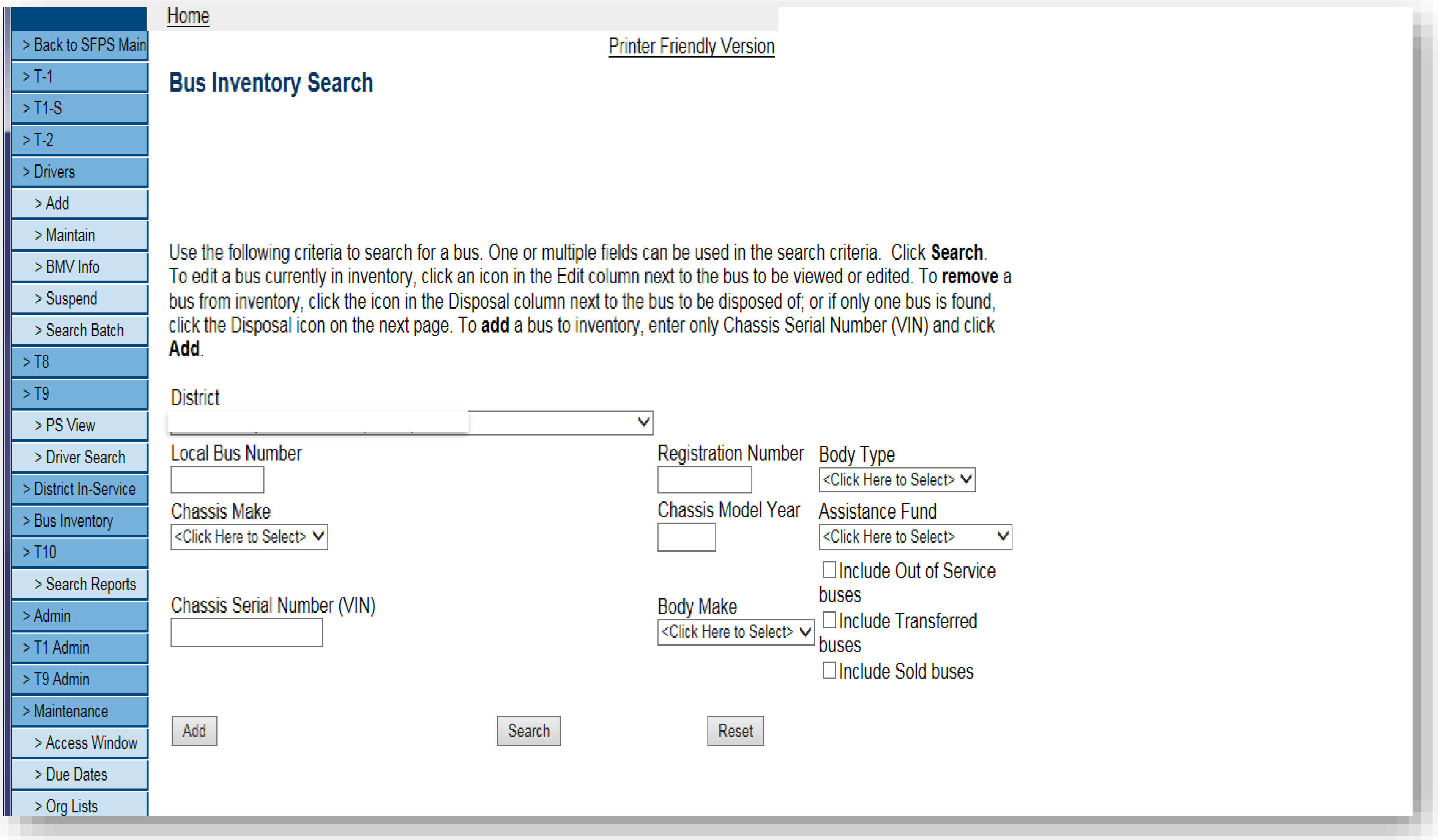
****Updates Effective with 2022 report****

- Ensure that you have updated your bus inventory data with
  - Current odometer reading and date of reading.
  - Condition of bus (Good, Fair, Poor) at current FY reporting time.
- Report is due no later than November 1st.
- The greater of the morning or afternoon average ridership may be used.
- All Pre-School students that you provide transportation services are calculated in payment.
- Districts will receive funding for all students transported, not just the students that reside more than 1 mile from the school they attend. For reporting purposes, we will still ask for the students less than 1 mile be reported.

Past Reports	
2022	Approved Status
2021	Approved Status
2020	Approved Status
2019	Approved Status
2018	Approved Status
2017	Approved Status
2016	Approved Status
2015	Approved Status
2014	Approved Status
2013	Approved Status
2012	Approved Status
2011	Approved Status
2010	Approved Status
2009	Approved Status
2008	Approved Status
2007	Approved Status
2006	Approved Status
2005	Approved Status
2004	Approved Status

Select Report Year 2023

Transportation Module



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> Due Dates
> Org Lists
Home
Printer Friendly Version

Bus Inventory Search

Use the following criteria to search for a bus. One or multiple fields can be used in the search criteria. Click **Search**. To edit a bus currently in inventory, click an icon in the Edit column next to the bus to be viewed or edited. To **remove** a bus from inventory, click the icon in the Disposal column next to the bus to be disposed of; or if only one bus is found, click the Disposal icon on the next page. To **add** a bus to inventory, enter only Chassis Serial Number (VIN) and click **Add**.

District

Local Bus Number

Registration Number

Body Type <Click Here to Select>

Chassis Make <Click Here to Select>

Chassis Model Year

Assistance Fund <Click Here to Select>

☐ Include Out of Service buses

Chassis Serial Number (VIN)

Body Make <Click Here to Select>

☐ Include Transferred buses

☐ Include Sold buses

Add
Search
Reset

Status of Bus Inventory

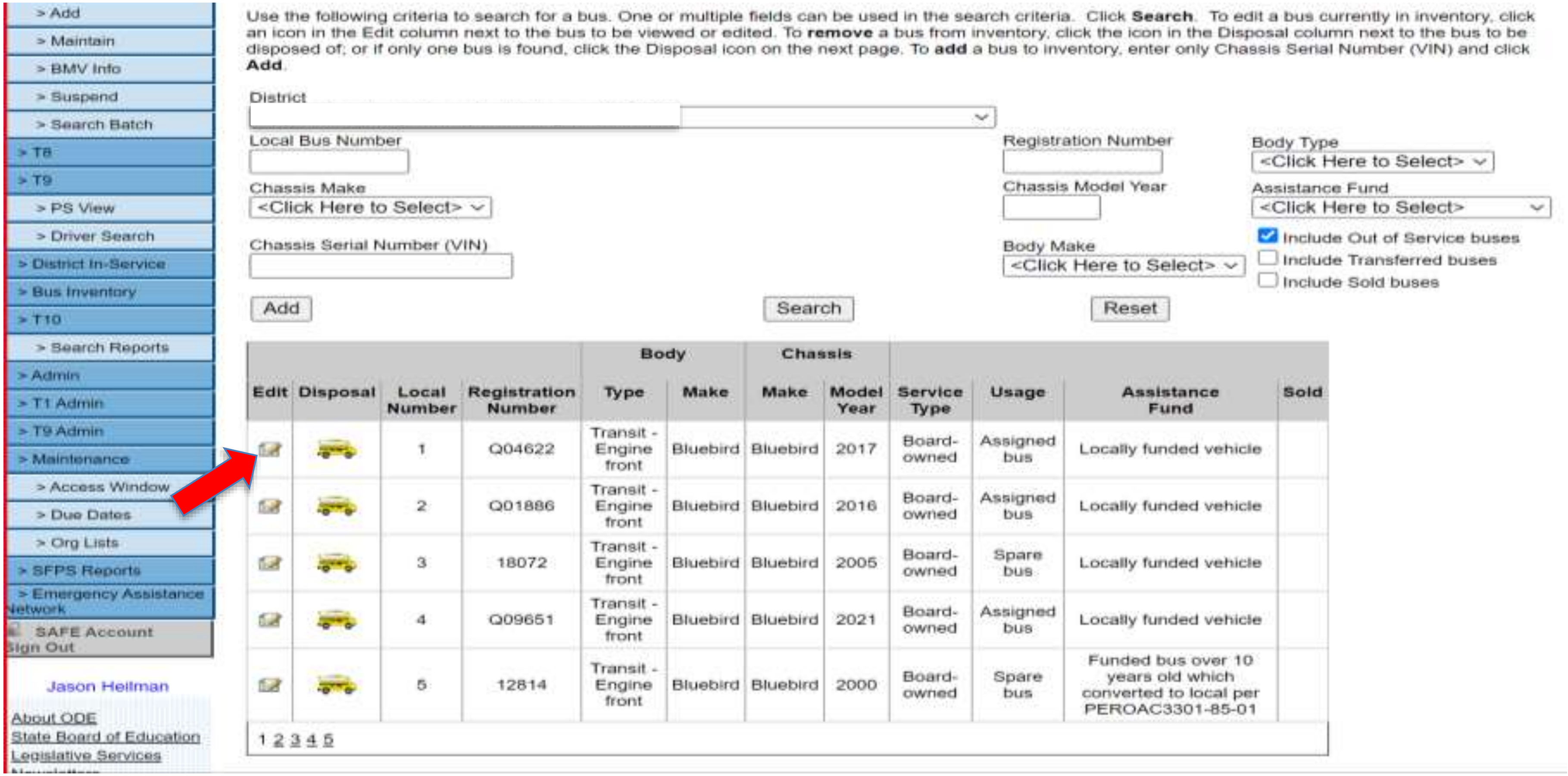
- **Assigned**

- **Spare**

- **Out of Service**

Transportation Module

We are requiring the update of the “assigned” buses information to be updated.



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> Emergency Assistance Network
SAFE Account Sign Out
Jason Heilman
About ODE
State Board of Education
Legislative Services
District
Local Bus Number
Chassis Make
<Click Here to Select>
Chassis Serial Number (VIN)
Registration Number
Chassis Model Year
Body Make
<Click Here to Select>
Body Type
<Click Here to Select>
Assistance Fund
<Click Here to Select>
Add
Search
Reset

Use the following criteria to search for a bus. One or multiple fields can be used in the search criteria. Click **Search**. To edit a bus currently in inventory, click an icon in the Edit column next to the bus to be viewed or edited. To **remove** a bus from inventory, click the icon in the Disposal column next to the bus to be disposed of; or if only one bus is found, click the Disposal icon on the next page. To **add** a bus to inventory, enter only Chassis Serial Number (VIN) and click **Add**.

☑ Include Out of Service buses
☐ Include Transferred buses
☐ Include Sold buses

				Body		Chassis					
Edit	Disposal	Local Number	Registration Number	Type	Make	Make	Model Year	Service Type	Usage	Assistance Fund	Sold
		1	Q04622	Transit - Engine front	Bluebird	Bluebird	2017	Board-owned	Assigned bus	Locally funded vehicle	
		2	Q01886	Transit - Engine front	Bluebird	Bluebird	2016	Board-owned	Assigned bus	Locally funded vehicle	
		3	18072	Transit - Engine front	Bluebird	Bluebird	2005	Board-owned	Spare bus	Locally funded vehicle	
		4	Q09651	Transit - Engine front	Bluebird	Bluebird	2021	Board-owned	Assigned bus	Locally funded vehicle	
		5	12814	Transit - Engine front	Bluebird	Bluebird	2000	Board-owned	Spare bus	Funded bus over 10 years old which converted to local per PEROAC3301-85-01	

1 2 3 4 5

Transportation Module

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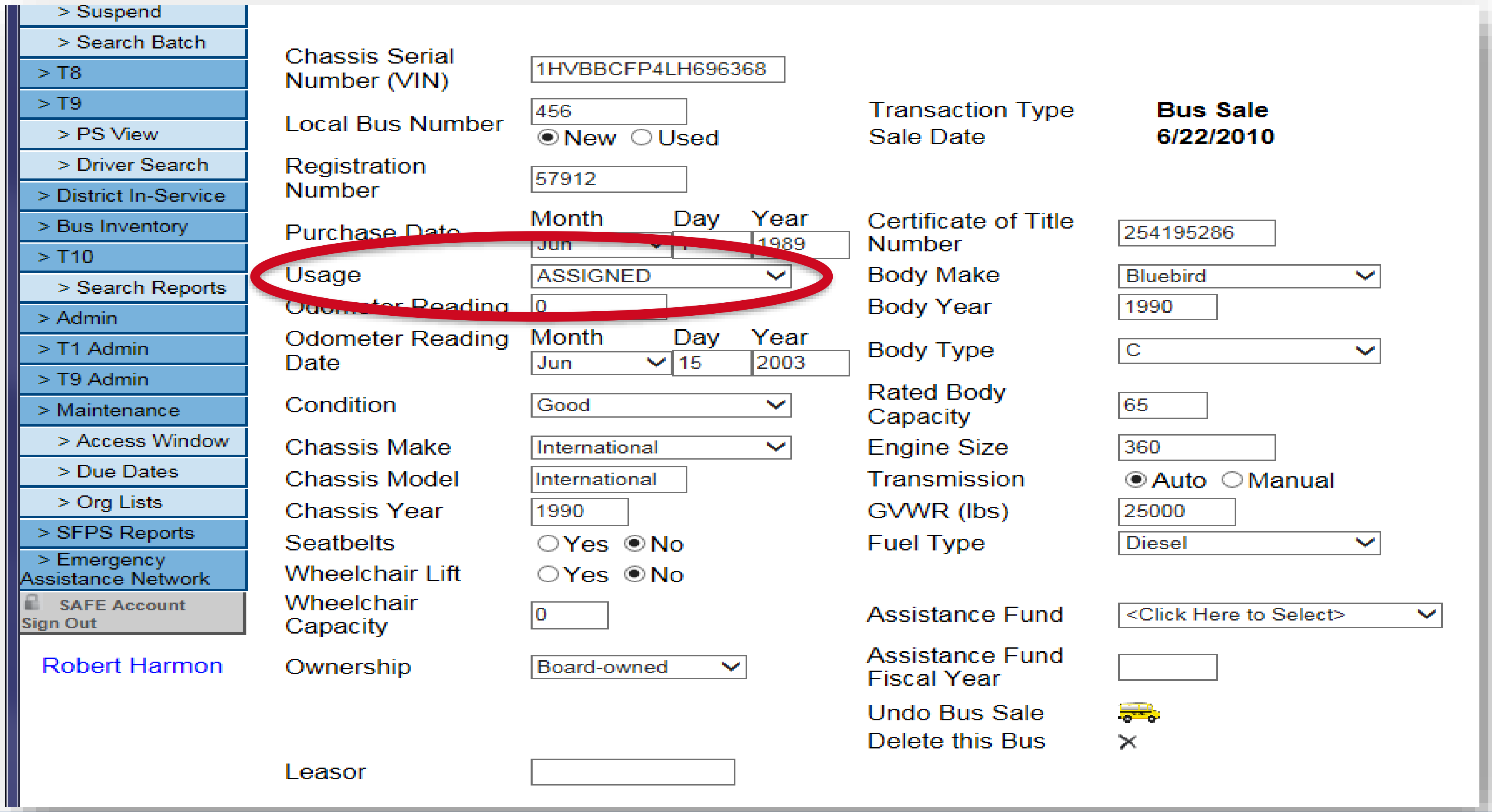

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SAFE Account Sign Out
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Chassis Serial Number (VIN)	1HVBBCFP4LH696368		
Local Bus Number	456 ● New ○ Used	Transaction Type Sale Date	**Bus Sale** **6/22/2010**
Registration Number	57912		
Purchase Date	Month Jun, Day 1, Year 1989	Certificate of Title Number	254195286
Usage	ASSIGNED	Body Make	Bluebird
Odometer Reading	0	Body Year	1990
Odometer Reading Date	Month Jun, Day 15, Year 2003	Body Type	C
Condition	Good	Rated Body Capacity	65
Chassis Make	International	Engine Size	360
Chassis Model	International	Transmission	● Auto ○ Manual
Chassis Year	1990	GVWR (lbs)	25000
Seatbelts	○ Yes ● No	Fuel Type	Diesel
Wheelchair Lift	○ Yes ● No		
Wheelchair Capacity	0	Assistance Fund	<Click Here to Select>
Ownership	Board-owned	Assistance Fund Fiscal Year	
		Undo Bus Sale	
		Delete this Bus	✕
Leasor			

Transportation Module

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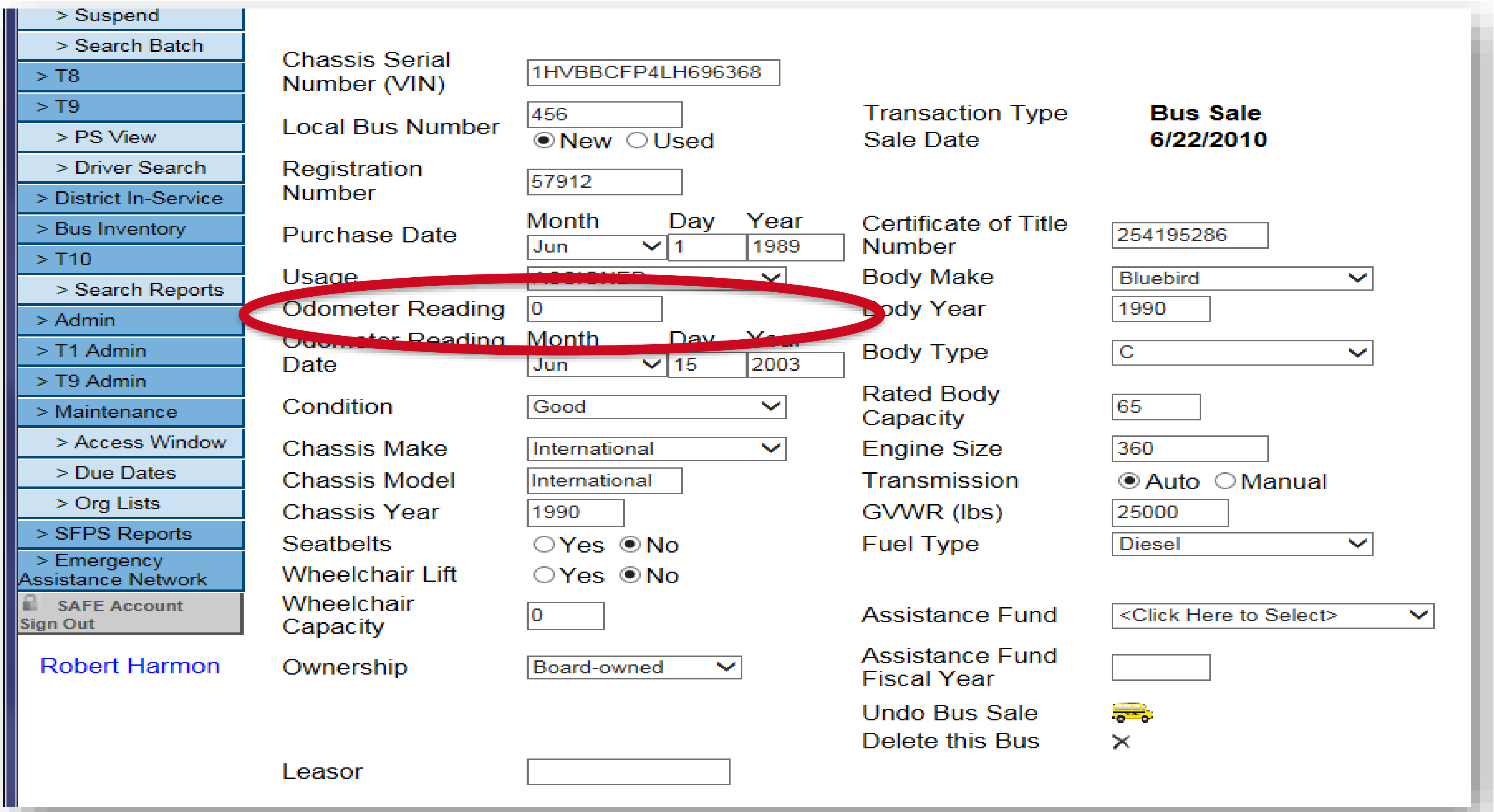
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Chassis Year	1990	GVWR (lbs)	25000
Seatbelts	○ Yes ● No	Fuel Type	Diesel
Wheelchair Lift	○ Yes ● No		
Wheelchair Capacity	0	Assistance Fund	<Click Here to Select>
Ownership	Board-owned	Assistance Fund Fiscal Year	
		Undo Bus Sale	
		Delete this Bus	✕
Leasor			

Transportation Module

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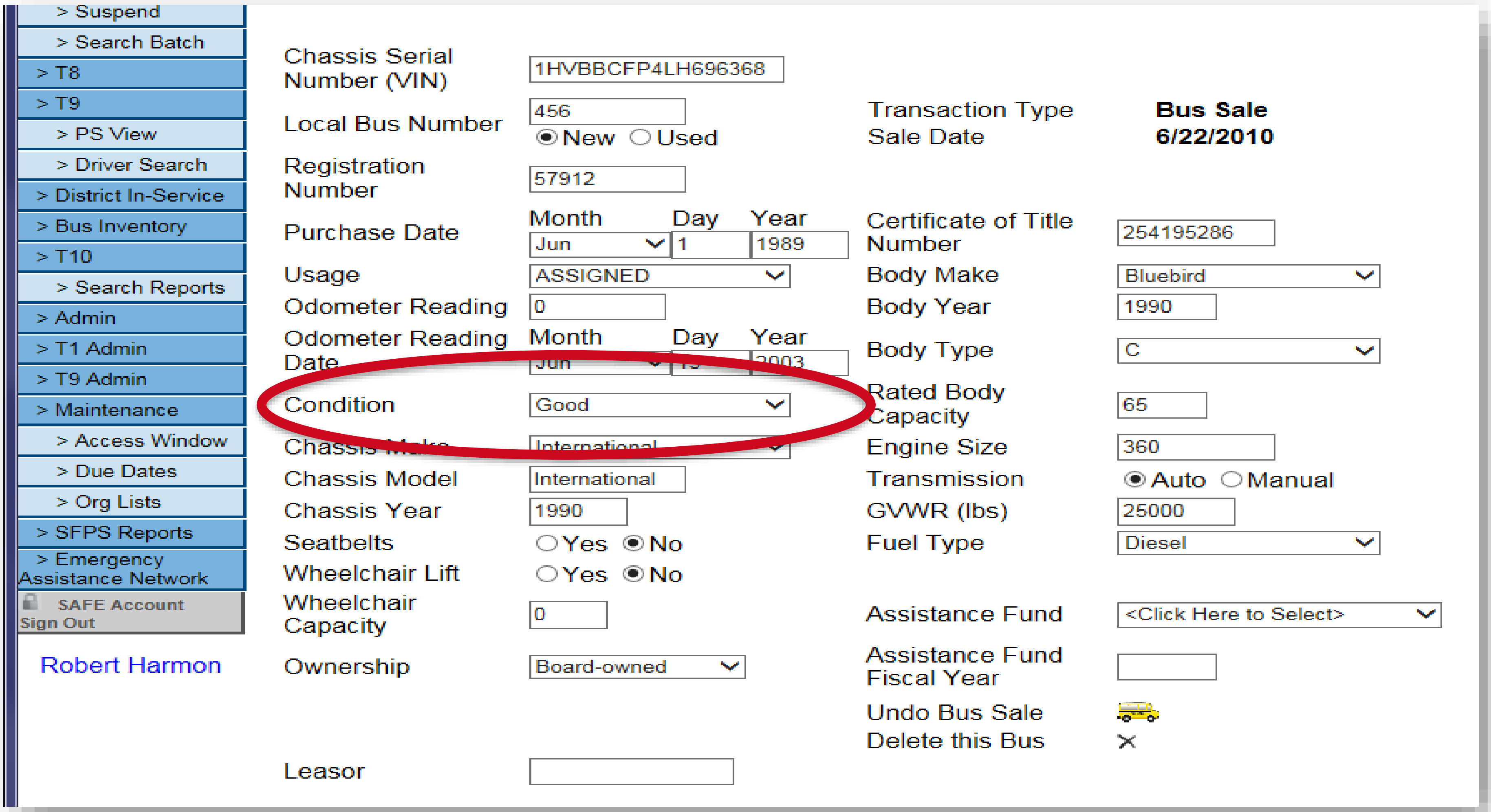
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Chassis Serial Number (VIN): 1HVBBCFP4LH696368
Local Bus Number: 456 ● New ○ Used
Registration Number: 57912
Purchase Date: Month Jun, Day 1, Year 1989
Usage: ASSIGNED
Odometer Reading: 0
Odometer Reading Date: Month Jun, Day 15, Year 2003
Condition: Good
Chassis Make: International
Chassis Model: International
Chassis Year: 1990
Seatbelts: ○ Yes ● No
Wheelchair Lift: ○ Yes ● No
Wheelchair Capacity: 0
Ownership: Board-owned
Leasor:

Transaction Type: **Bus Sale**
Sale Date: **6/22/2010**
Certificate of Title Number: 254195286
Body Make: Bluebird
Body Year: 1990
Body Type: C
Rated Body Capacity: 65
Engine Size: 360
Transmission: ● Auto ○ Manual
GVWR (lbs): 25000
Fuel Type: Diesel
Assistance Fund: <Click Here to Select>
Assistance Fund Fiscal Year:
Undo Bus Sale
Delete this Bus ✕

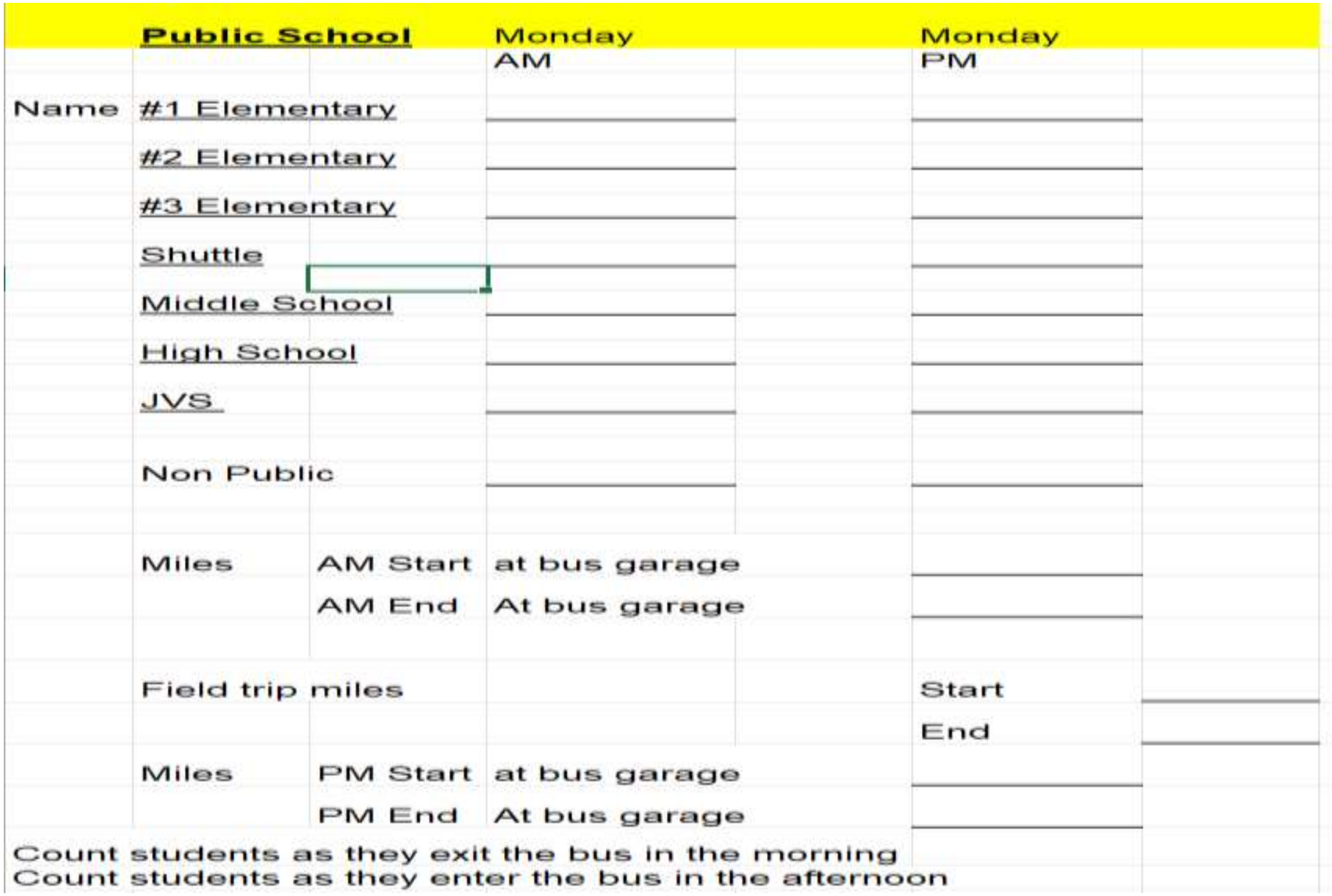
Step-by-Step

Record daily mileage and student counts and compute AVERAGE miles and students for five-day week.

Retain Driver's original copies of daily count sheets for five years!

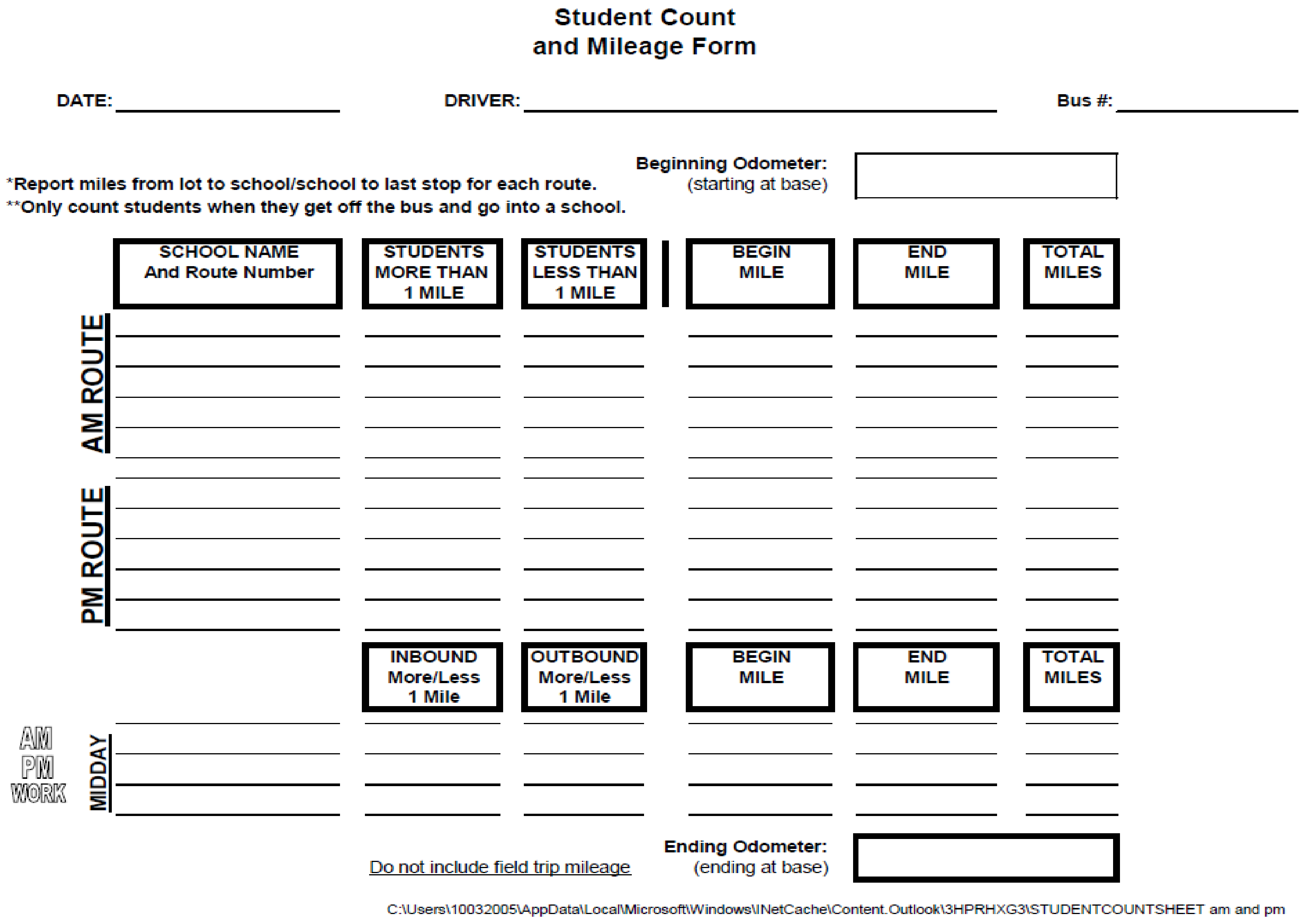
Transportation Module

Create Driver Count Form



	Public School		Monday AM	Monday PM	
Name	#1 Elementary				
	#2 Elementary				
	#3 Elementary				
	Shuttle				
	Middle School				
	High School				
	JVS				
	Non Public				
	Miles	AM Start	at bus garage		
		AM End	At bus garage		
	Field trip miles			Start	
				End	
	Miles	PM Start	at bus garage		
		PM End	At bus garage		

Count students as they exit the bus in the morning
Count students as they enter the bus in the afternoon



Student Count
and Mileage Form

DATE: ____________________ **DRIVER:** ____ **Bus #:** ________________

Beginning Odometer: ☐
(starting at base)

***Report miles from lot to school/school to last stop for each route.**
****Only count students when they get off the bus and go into a school.**

	SCHOOL NAME And Route Number	STUDENTS MORE THAN 1 MILE	STUDENTS LESS THAN 1 MILE	BEGIN MILE	END MILE	TOTAL MILES
AM ROUTE						
PM ROUTE						
		INBOUND More/Less 1 Mile	OUTBOUND More/Less 1 Mile	BEGIN MILE	END MILE	TOTAL MILES
AM PM WORK MIDDAY						

Do not include field trip mileage

Ending Odometer: ☐
(ending at base)

C:\Users\10032005\AppData\Local\Microsoft\Windows\INetCache\Content.Outlook\3HPRHXG3\STUDENTCOUNTSHEET am and pm

Complete the Transportation Program Survey

Transportation Contact Information

Email Address

Phone Number

Complete the Lower Portion of the Program Survey

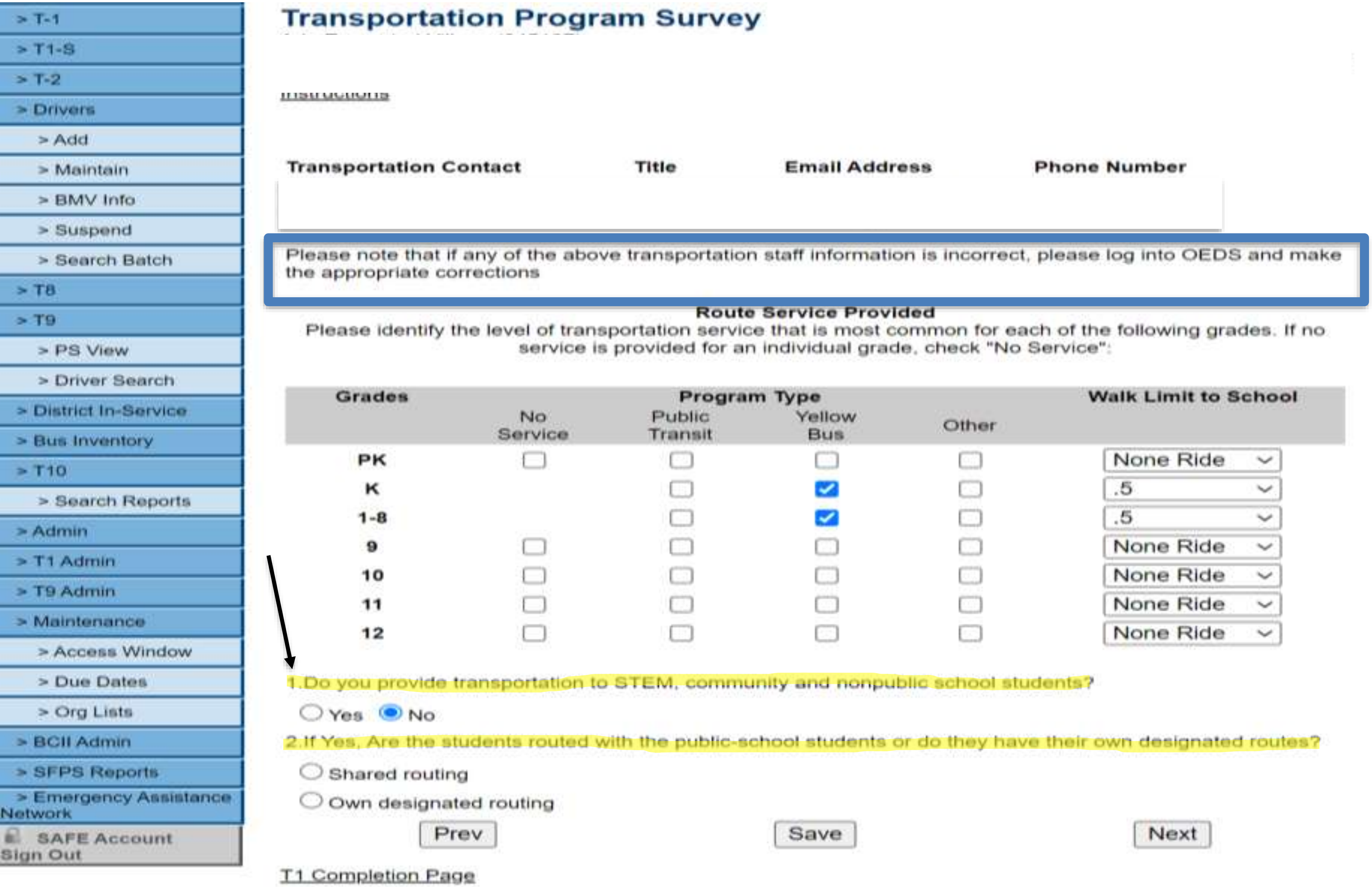
Program Type

Walk limit to school (By grade)

Enter new data request for Community/NonPublic/STEM

Click “NEXT” button

Transportation Module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Transportation Program Survey

Instructions

Transportation Contact	Title	Email Address	Phone Number

Please note that if any of the above transportation staff information is incorrect, please log into OEDS and make the appropriate corrections

Route Service Provided

Please identify the level of transportation service that is most common for each of the following grades. If no service is provided for an individual grade, check "No Service":

Grades	Program Type				Walk Limit to School
	No Service	Public Transit	Yellow Bus	Other	
PK	☐	☐	☐	☐	None Ride
K		☐	☑	☐	.5
1-8		☐	☑	☐	.5
9	☐	☐	☐	☐	None Ride
10	☐	☐	☐	☐	None Ride
11	☐	☐	☐	☐	None Ride
12	☐	☐	☐	☐	None Ride

1.Do you provide transportation to STEM, community and nonpublic school students?

○ Yes ● No

2.If Yes, Are the students routed with the public-school students or do they have their own designated routes?

○ Shared routing

○ Own designated routing

Prev
Save
Next

T1 Completion Page

Miles by Bus

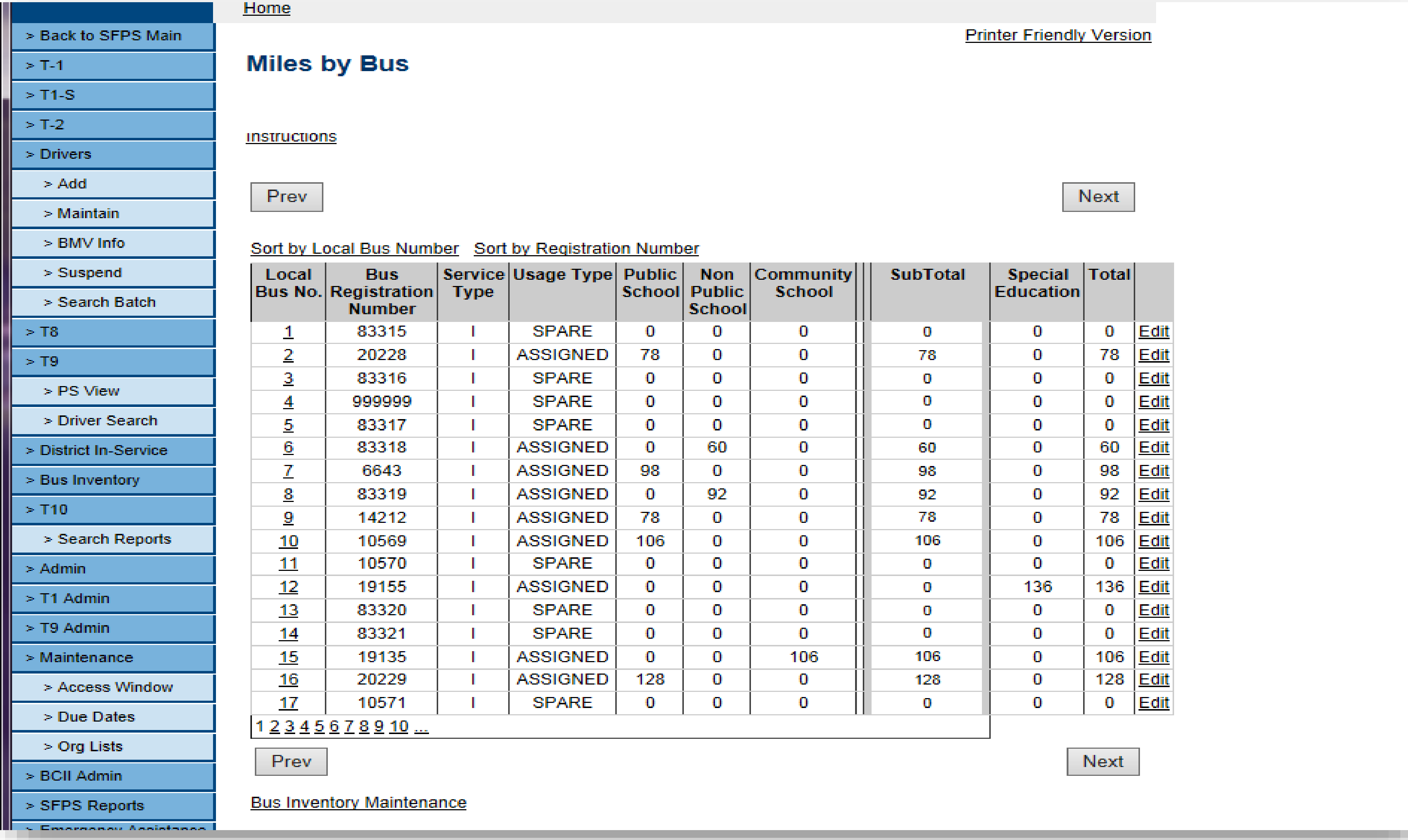
List buses by local bus number, status, usage.

Enter miles by bus for public, nonpublic, community school and special education.

Step-by-Step

- Add daily miles then divide total miles by 5.
- Enter **average** daily miles to be reported by bus.

Basic: Miles by Bus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Sort by Registration Number

Miles by Bus

Local Bus No.	Bus Registration Number	Service Type	Usage Type	Public School	Non Public School	Community School	SubTotal	Special Education	Total	
1	83315	I	SPARE	0	0	0	0	0	0	Edit
2	20228	I	ASSIGNED	78	0	0	78	0	78	Edit
3	83316	I	SPARE	0	0	0	0	0	0	Edit
4	999999	I	SPARE	0	0	0	0	0	0	Edit
5	83317	I	SPARE	0	0	0	0	0	0	Edit
6	83318	I	ASSIGNED	0	60	0	60	0	60	Edit
7	6643	I	ASSIGNED	98	0	0	98	0	98	Edit
8	83319	I	ASSIGNED	0	92	0	92	0	92	Edit
9	14212	I	ASSIGNED	78	0	0	78	0	78	Edit
10	10569	I	ASSIGNED	106	0	0	106	0	106	Edit
11	10570	I	SPARE	0	0	0	0	0	0	Edit
12	19155	I	ASSIGNED	0	0	0	0	136	136	Edit
13	83320	I	SPARE	0	0	0	0	0	0	Edit
14	83321	I	SPARE	0	0	0	0	0	0	Edit
15	19135	I	ASSIGNED	0	0	106	106	0	106	Edit
16	20229	I	ASSIGNED	128	0	0	128	0	128	Edit
17	10571	I	SPARE	0	0	0	0	0	0	Edit

1 2 3 4 5 6 7 8 9 10 ...
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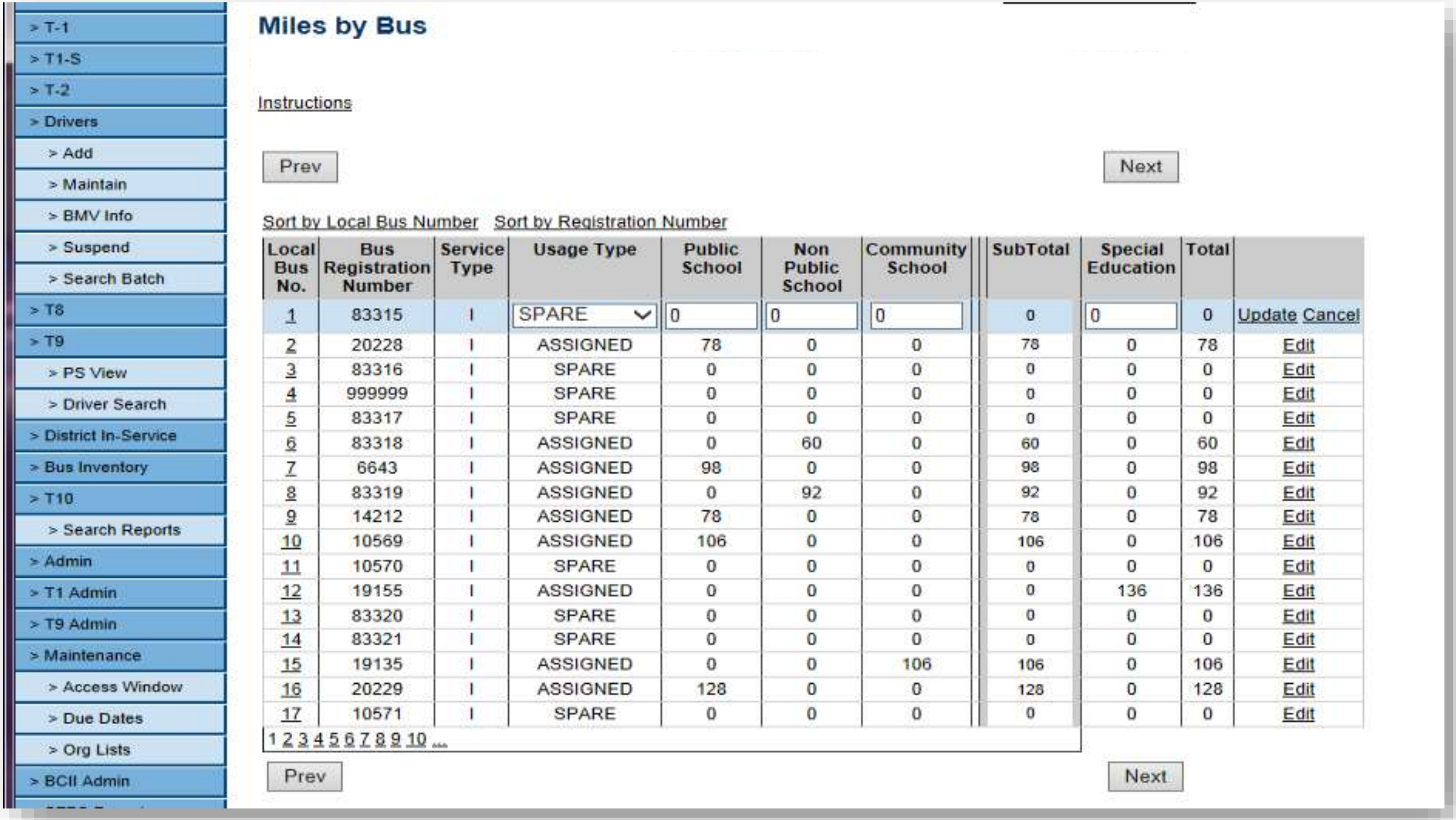
Bus Inventory Maintenance

Edit Mode: Miles by Bus


> T-1
> T1-S
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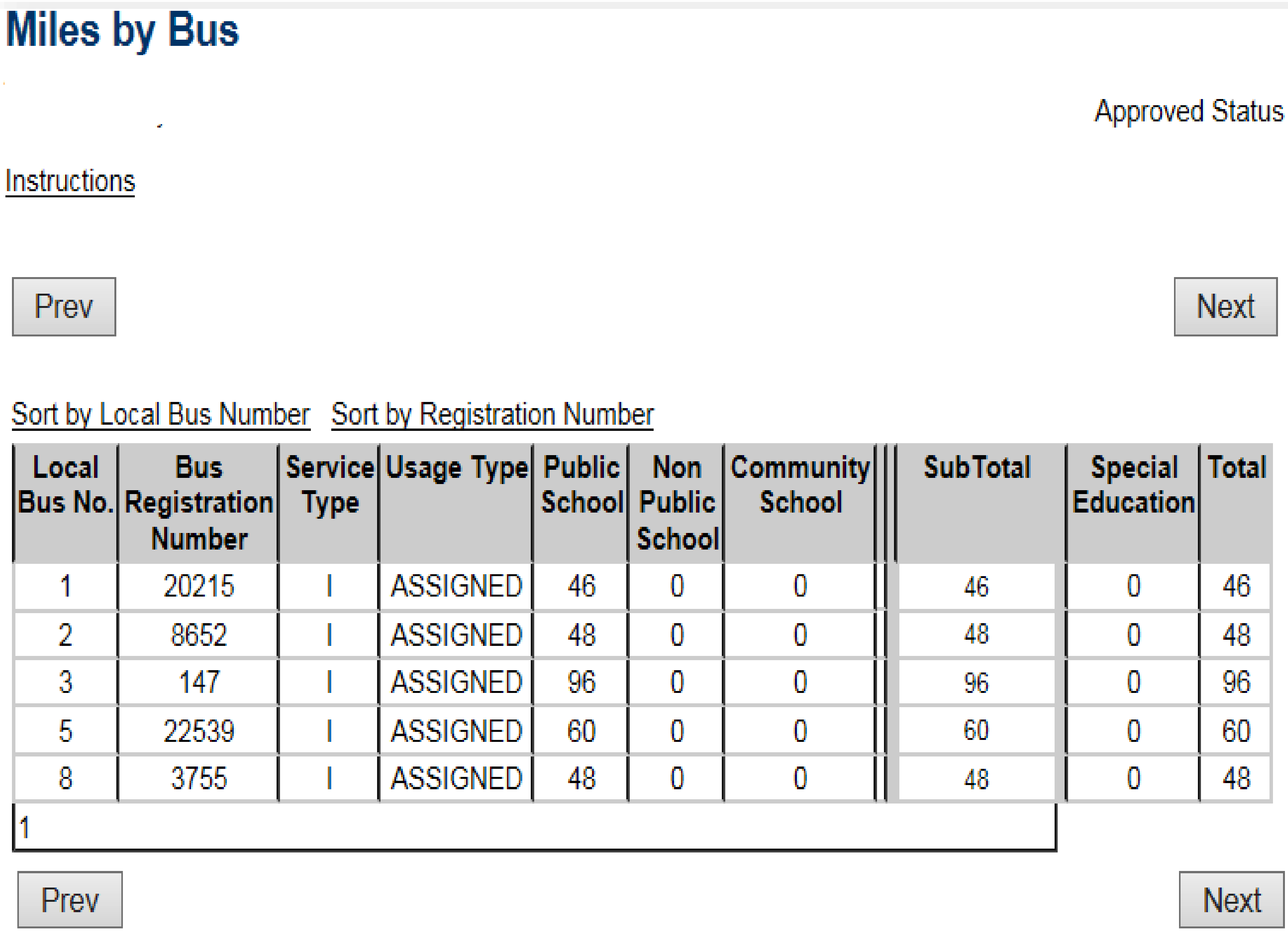
Miles by Bus

Local Bus No.	Bus Registration Number	Service Type	Usage Type	Public School	Non Public School	Community School	SubTotal	Special Education	Total	
1	83315	I	SPARE	0	0	0	0	0	0	Update Cancel
2	20228	I	ASSIGNED	78	0	0	78	0	78	Edit
3	83316	I	SPARE	0	0	0	0	0	0	Edit
4	999999	I	SPARE	0	0	0	0	0	0	Edit
5	83317	I	SPARE	0	0	0	0	0	0	Edit
6	83318	I	ASSIGNED	0	60	0	60	0	60	Edit
7	6643	I	ASSIGNED	98	0	0	98	0	98	Edit
8	83319	I	ASSIGNED	0	92	0	92	0	92	Edit
9	14212	I	ASSIGNED	78	0	0	78	0	78	Edit
10	10569	I	ASSIGNED	106	0	0	106	0	106	Edit
11	10570	I	SPARE	0	0	0	0	0	0	Edit
12	19155	I	ASSIGNED	0	0	0	0	136	136	Edit
13	83320	I	SPARE	0	0	0	0	0	0	Edit
14	83321	I	SPARE	0	0	0	0	0	0	Edit
15	19135	I	ASSIGNED	0	0	106	106	0	106	Edit
16	20229	I	ASSIGNED	128	0	0	128	0	128	Edit
17	10571	I	SPARE	0	0	0	0	0	0	Edit

1 2 3 4 5 6 7 8 9 10 ...



Miles by Bus

Approved Status

Instructions

Sort by Local Bus Number   Sort by Registration Number

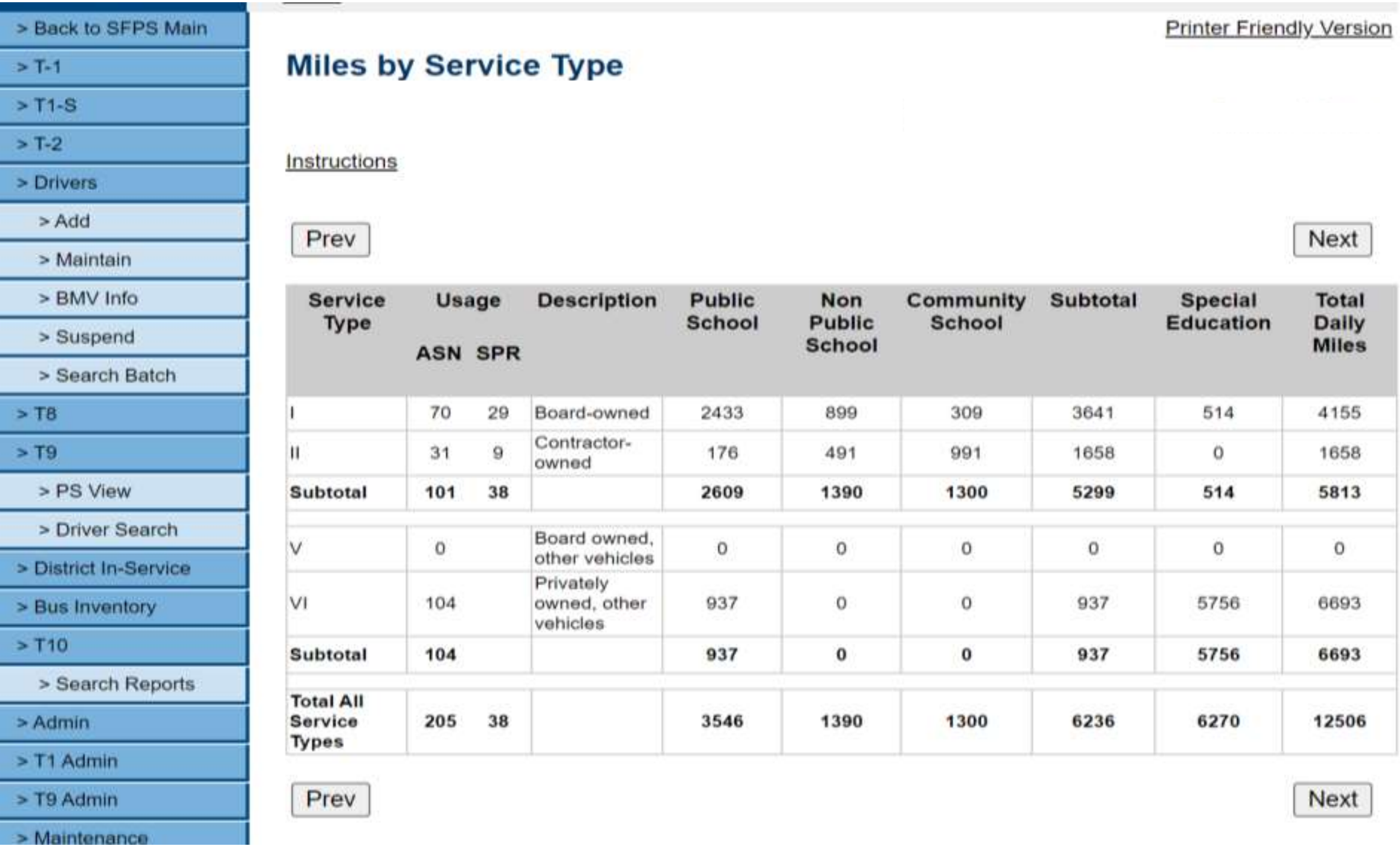
Local Bus No.	Bus Registration Number	Service Type	Usage Type	Public School	Non Public School	Community School	SubTotal	Special Education	Total
1	20215	I	ASSIGNED	46	0	0	46	0	46
2	8652	I	ASSIGNED	48	0	0	48	0	48
3	147	I	ASSIGNED	96	0	0	96	0	96
5	22539	I	ASSIGNED	60	0	0	60	0	60
8	3755	I	ASSIGNED	48	0	0	48	0	48

1

Miles by Service Type

- **ASN =** Assigned
- **SPR =** Spare
- **Public, Nonpublic, Community, Special ED**
- **Services Types Summary**

Transportation Module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Miles by Service Type

Service Type	Usage ASN	Usage SPR	Description	Public School	Non Public School	Community School	Subtotal	Special Education	Total Daily Miles
I	70	29	Board-owned	2433	899	309	3641	514	4155
II	31	9	Contractor-owned	176	491	991	1658	0	1658
Subtotal	**101**	**38**		**2609**	**1390**	**1300**	**5299**	**514**	**5813**
V	0		Board owned, other vehicles	0	0	0	0	0	0
VI	104		Privately owned, other vehicles	937	0	0	937	5756	6693
Subtotal	**104**			**937**	**0**	**0**	**937**	**5756**	**6693**
Total All Service Types	**205**	**38**		**3546**	**1390**	**1300**	**6236**	**6270**	**12506**

Pupils by Bus

Lists buses by local bus number, service type

Student Counts- greater of the am or pm ridership average (even though new language allows for all riders to receive payment we are requesting the data be separated within a mile and more than a mile). This can be determined per bus.

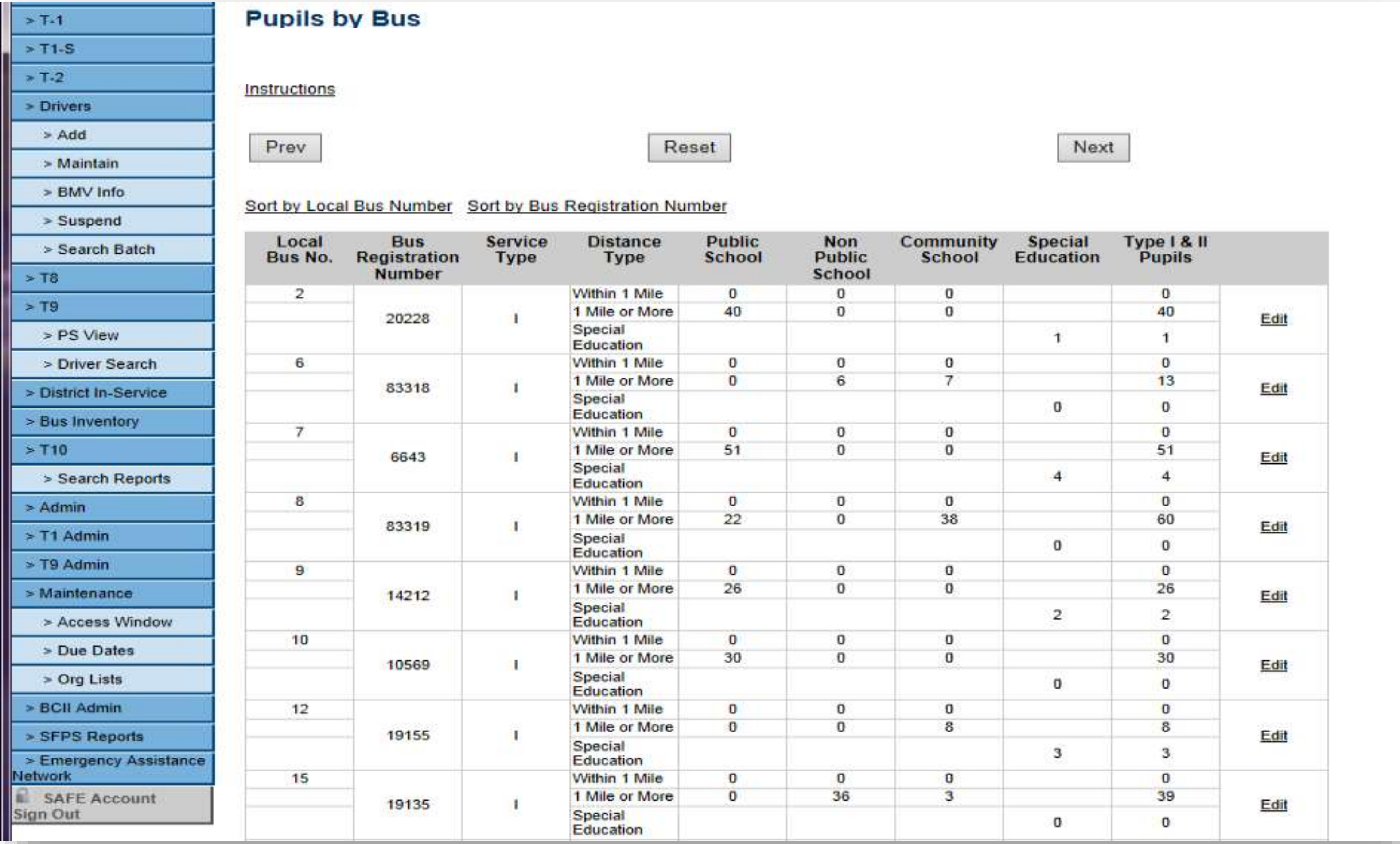
By Category of Public, Non-Public, Community, Special Education

Step-by-Step

- Add daily student counts then divide counts by 5.

- Record this AVERAGE daily riders to be reported by bus and by category.

Pupils by Bus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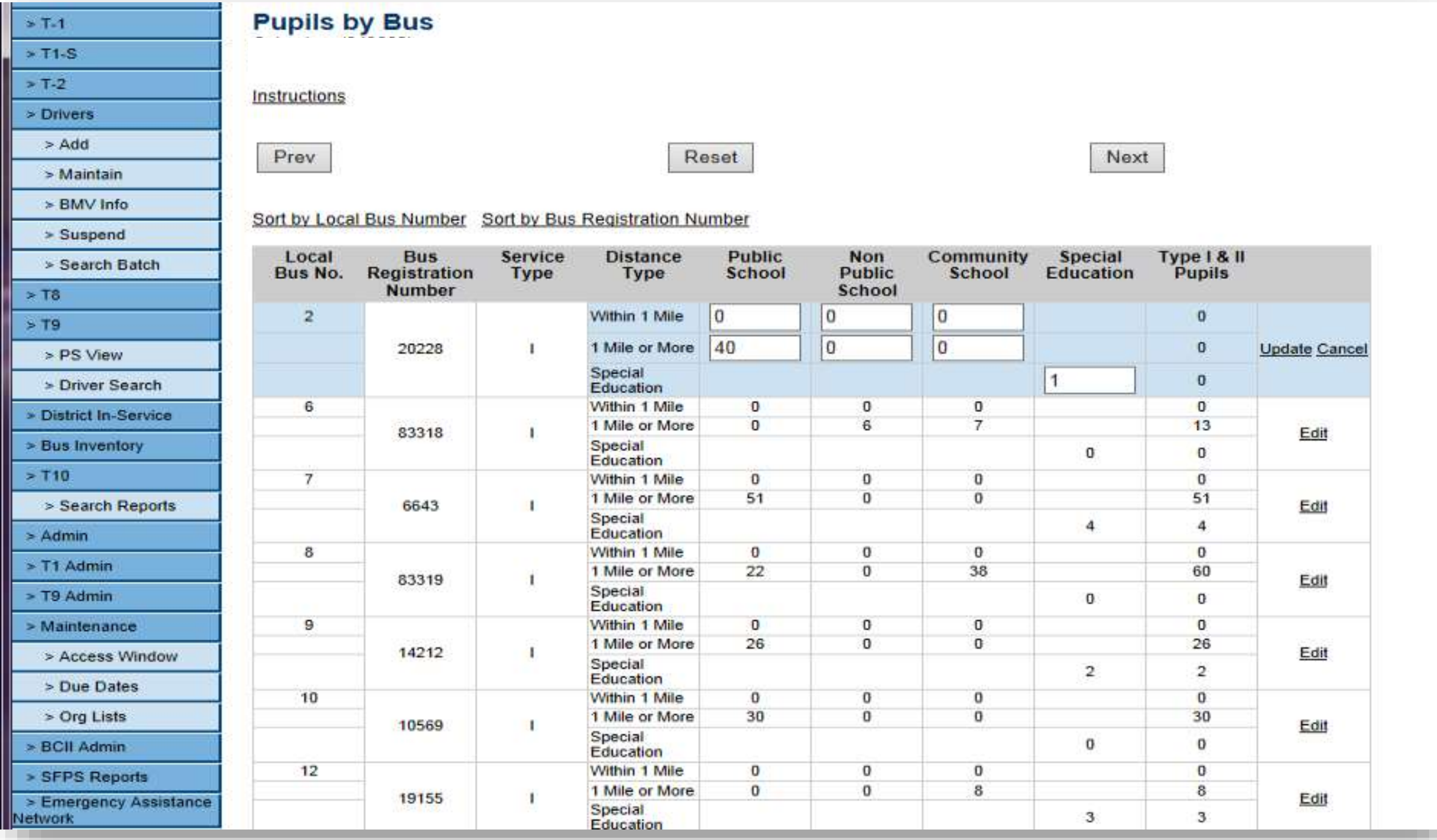
Pupils by Bus

Local Bus No.	Bus Registration Number	Service Type	Distance Type	Public School	Non Public School	Community School	Special Education	Type I & II Pupils	
2	20228	I	Within 1 Mile	0	0	0		0	Edit
			1 Mile or More	40	0	0		40	
			Special Education				1	1	
6	83318	I	Within 1 Mile	0	0	0		0	Edit
			1 Mile or More	0	6	7		13	
			Special Education				0	0	
7	6643	I	Within 1 Mile	0	0	0		0	Edit
			1 Mile or More	51	0	0		51	
			Special Education				4	4	
8	83319	I	Within 1 Mile	0	0	0		0	Edit
			1 Mile or More	22	0	38		60	
			Special Education				0	0	
9	14212	I	Within 1 Mile	0	0	0		0	Edit
			1 Mile or More	26	0	0		26	
			Special Education				2	2	
10	10569	I	Within 1 Mile	0	0	0		0	Edit
			1 Mile or More	30	0	0		30	
			Special Education				0	0	
12	19155	I	Within 1 Mile	0	0	0		0	Edit
			1 Mile or More	0	0	8		8	
			Special Education				3	3	
15	19135	I	Within 1 Mile	0	0	0		0	Edit
			1 Mile or More	0	36	3		39	
			Special Education				0	0	

Edit Screen: Pupils by Bus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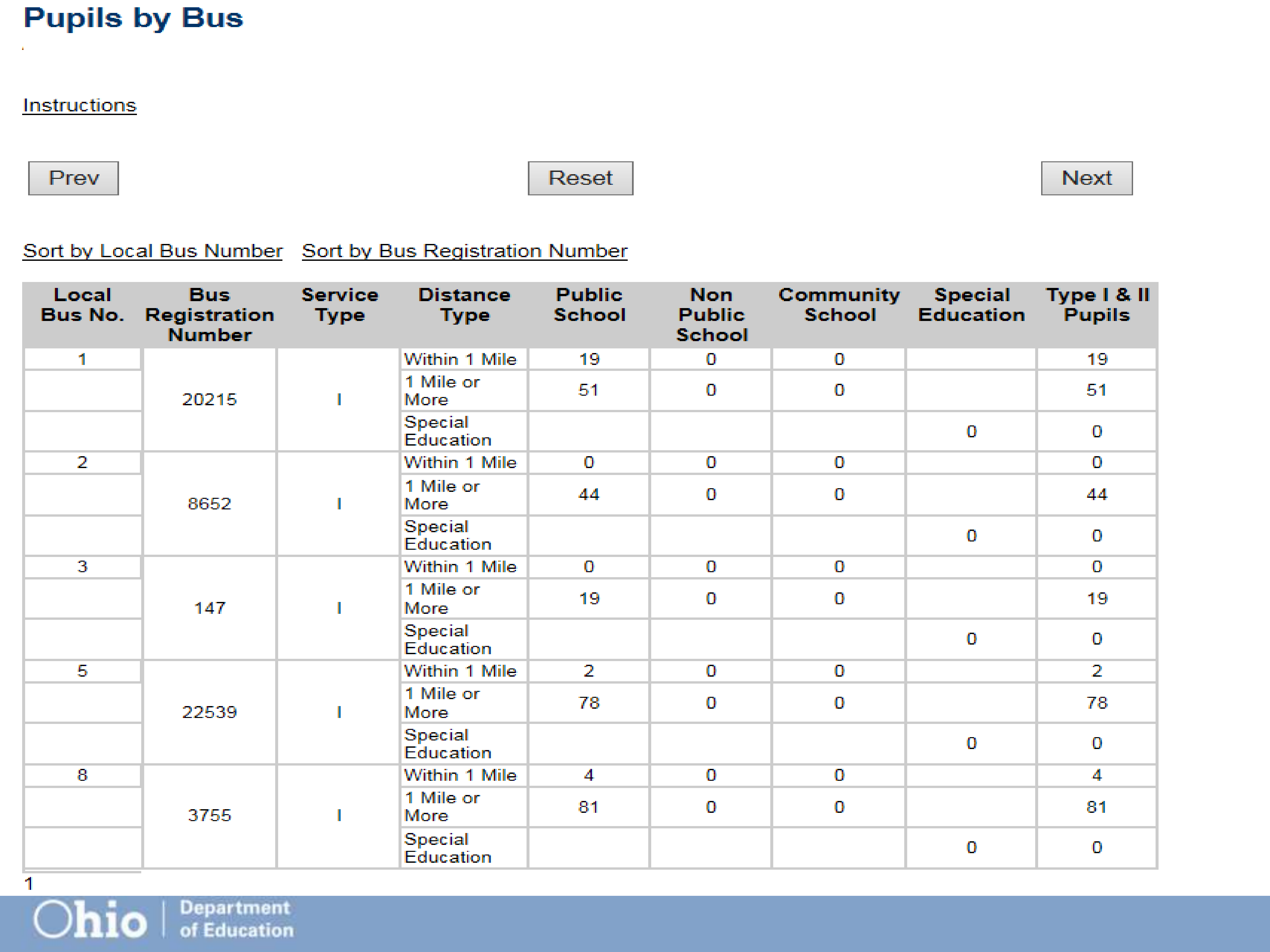
Pupils by Bus

Local Bus No.	Bus Registration Number	Service Type	Distance Type	Public School	Non Public School	Community School	Special Education	Type I & II Pupils	
2	20228	I	Within 1 Mile	0	0	0		0	Update Cancel
			1 Mile or More	40	0	0		0	
			Special Education				1	0	
6	83318	I	Within 1 Mile	0	0	0		0	Edit
			1 Mile or More	0	6	7		13	
			Special Education				0	0	
7	6643	I	Within 1 Mile	0	0	0		0	Edit
			1 Mile or More	51	0	0		51	
			Special Education				4	4	
8	83319	I	Within 1 Mile	0	0	0		0	Edit
			1 Mile or More	22	0	38		60	
			Special Education				0	0	
9	14212	I	Within 1 Mile	0	0	0		0	Edit
			1 Mile or More	26	0	0		26	
			Special Education				2	2	
10	10569	I	Within 1 Mile	0	0	0		0	Edit
			1 Mile or More	30	0	0		30	
			Special Education				0	0	
12	19155	I	Within 1 Mile	0	0	0		0	Edit
			1 Mile or More	0	0	8		8	
			Special Education				3	3	



Pupils by Bus

Instructions

Sort by Local Bus Number Sort by Bus Registration Number

Local Bus No.	Bus Registration Number	Service Type	Distance Type	Public School	Non Public School	Community School	Special Education	Type I & II Pupils
1	20215	I	Within 1 Mile	19	0	0		19
			1 Mile or More	51	0	0		51
			Special Education				0	0
2	8652	I	Within 1 Mile	0	0	0		0
			1 Mile or More	44	0	0		44
			Special Education				0	0
3	147	I	Within 1 Mile	0	0	0		0
			1 Mile or More	19	0	0		19
			Special Education				0	0
5	22539	I	Within 1 Mile	2	0	0		2
			1 Mile or More	78	0	0		78
			Special Education				0	0
8	3755	I	Within 1 Mile	4	0	0		4
			1 Mile or More	81	0	0		81
			Special Education				0	0

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Ohio | Department of Education

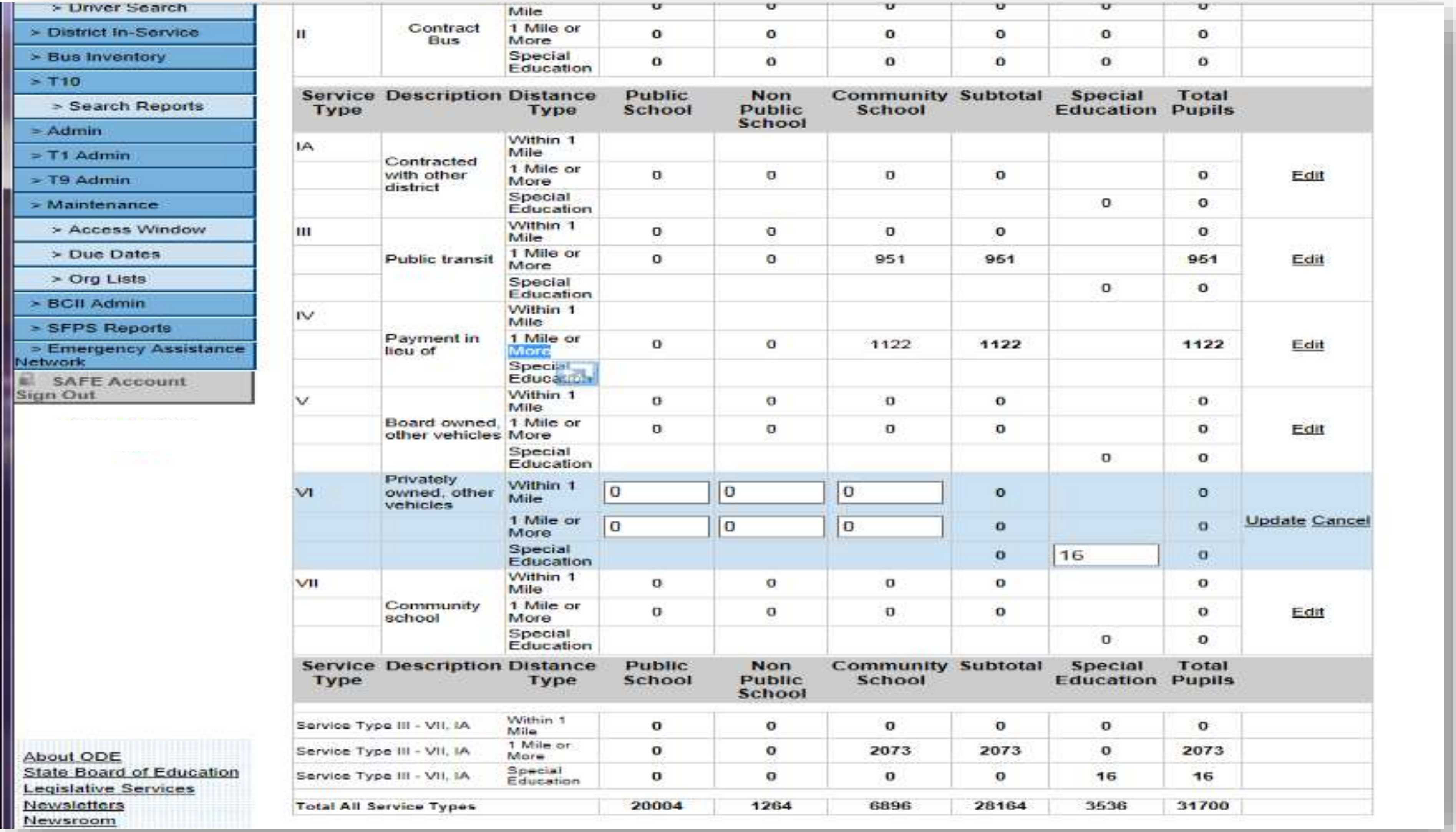
Pupils by Service Type

- Summary Page of Service Type

- Student Counts

- Edit page for types 1A, 3 (III), 4 (IV), 5 (V), 6 (VI) and Community Schools type 7 (VII)

Service Type 1A, 3, 4, 5, 6 and 7



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  - > Search Reports
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- SAFE Account Sign Out

		Mile							
II	Contract Bus	1 Mile or More	0	0	0	0	0	0	
		Special Education	0	0	0	0	0	0	
Service Type	**Description**	**Distance Type**	**Public School**	**Non Public School**	**Community School**	**Subtotal**	**Special Education**	**Total Pupils**	
IA	Contracted with other district	Within 1 Mile							Edit
		1 Mile or More	0	0	0	0		0	
		Special Education					0	0	
III	Public transit	Within 1 Mile	0	0	0	0		0	Edit
		1 Mile or More	0	0	951	951		951	
		Special Education					0	0	
IV	Payment in lieu of	Within 1 Mile							Edit
		1 Mile or More	0	0	1122	1122		1122	
		Special Education							
V	Board owned, other vehicles	Within 1 Mile	0	0	0	0		0	Edit
		1 Mile or More	0	0	0	0		0	
		Special Education					0	0	
VI	Privately owned, other vehicles	Within 1 Mile	0	0	0	0		0	Update Cancel
		1 Mile or More	0	0	0	0		0	
		Special Education				0	16	0	
VII	Community school	Within 1 Mile	0	0	0	0		0	Edit
		1 Mile or More	0	0	0	0		0	
		Special Education					0	0	
Service Type	**Description**	**Distance Type**	**Public School**	**Non Public School**	**Community School**	**Subtotal**	**Special Education**	**Total Pupils**	
Service Type III - VII, IA		Within 1 Mile	0	0	0	0	0	0	
Service Type III - VII, IA		1 Mile or More	0	0	2073	2073	0	2073	
Service Type III - VII, IA		Special Education	0	0	0	0	16	16	
Total All Service Types			20004	1264	6896	28164	3536	31700	

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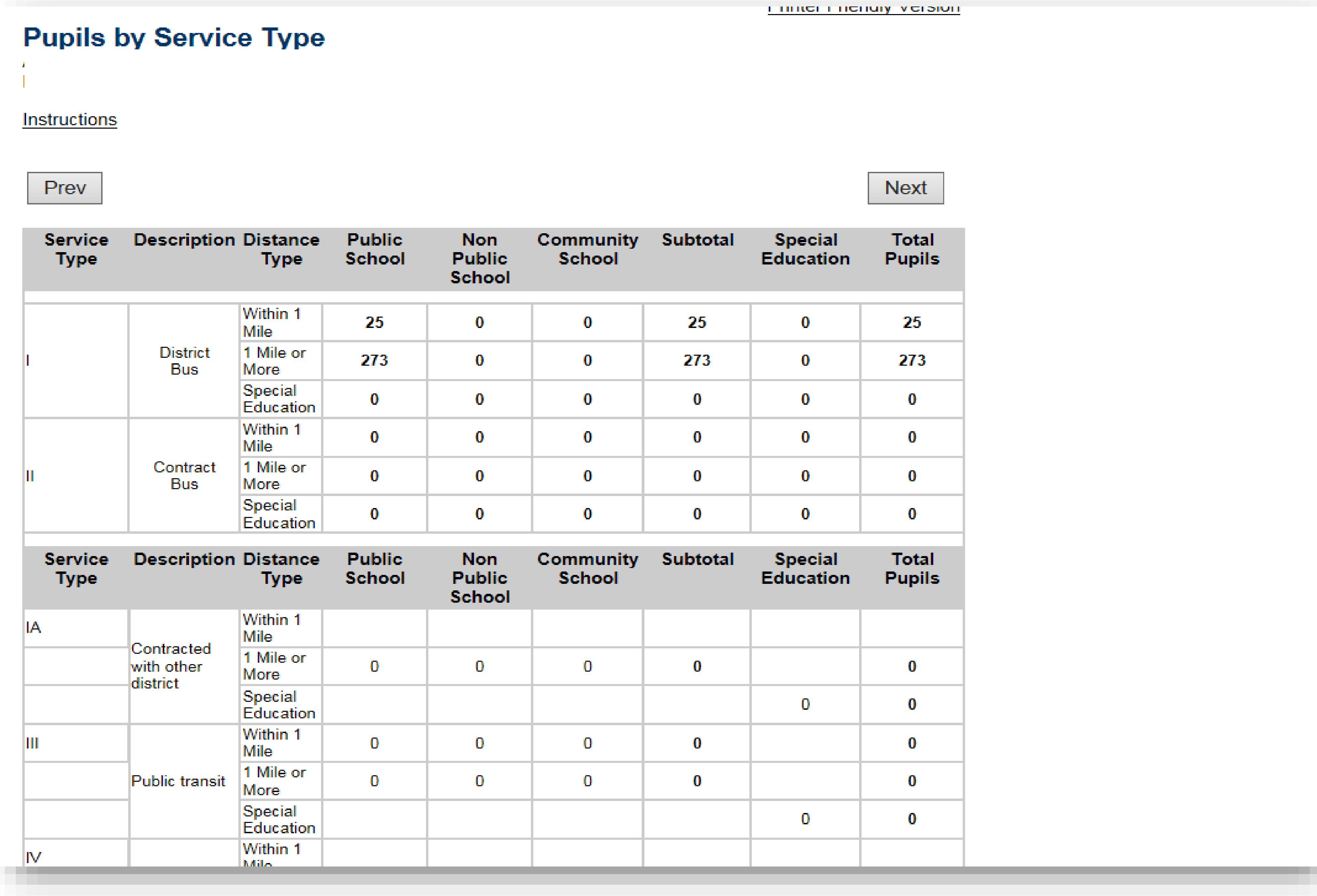


Pupils by Service Type

Instructions

Service Type	Description	Distance Type	Public School	Non Public School	Community School	Subtotal	Special Education	Total Pupils
I	District Bus	Within 1 Mile	25	0	0	25	0	25
		1 Mile or More	273	0	0	273	0	273
		Special Education	0	0	0	0	0	0
II	Contract Bus	Within 1 Mile	0	0	0	0	0	0
		1 Mile or More	0	0	0	0	0	0
		Special Education	0	0	0	0	0	0

Service Type	Description	Distance Type	Public School	Non Public School	Community School	Subtotal	Special Education	Total Pupils
IA	Contracted with other district	Within 1 Mile						
		1 Mile or More	0	0	0	0		0
		Special Education					0	0
III	Public transit	Within 1 Mile	0	0	0	0		0
		1 Mile or More	0	0	0	0		0
		Special Education					0	0
IV		Within 1 Mile						

Special Education Pupils by Bus

- Special needs students can be serviced by a regular education route.

- If total of special needs students is less than 50 percent, all are counted as regular education riders.

Review: How to Account for Special Education Pupils

- Only count “special needs” students if ***50 percent or more*** riders are *eligible.*
- Special needs are identified AND an IEP noting transportation as a related service is in effect.
- A student may still be a special needs student, but for funding purposes, they must meet the above criteria.

Pro-rated Special Education Pupils

If 50 percent or more riders are eligible special needs AND total student count is NOT 100 percent special needs, count is to be pro-rated.

20 students counted, 11 are special needs, then counts would be 9 regular education and 11 special needs.

Type IV Waivers

A: Previously Approved

B: New Type IV

C: College Credit Plus and Postsecondary Pupils

D: Open Enrollment below Federal Poverty Line

Payment in Lieu of

- Entries should *not* indicate name of student and related payment.

- Some indicate total amount only.

- Payments must have been made between July 1 and June 30 of the Fiscal Year.

Type IV Waivers Payment in Lieu of

Passed Board Resolution for STUDENTS.

Students are ELIGIBLE but IMPRACTICAL

Type IV Waivers Payment in Lieu of

Not an option if other types of service are available.

Must be supported by proper documentation.

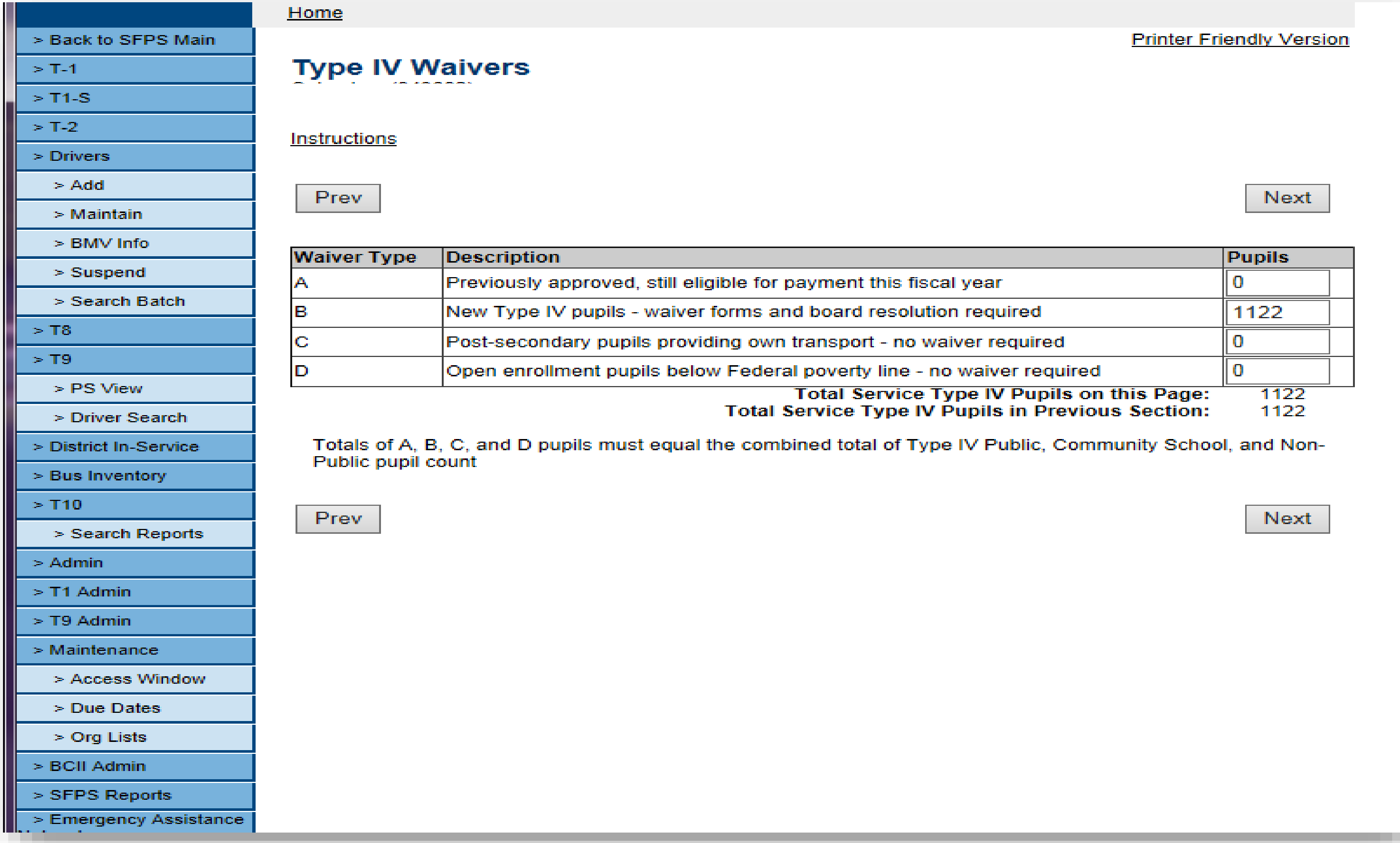
Type IV Waivers
Payment in Lieu of

- Last resort.

- All other types are exhausted/not available.

- Minimum payment in lieu of is calculated as 50% of the statewide average per pupil to provide transportation from pervious year. Previous year average cost is $1,077.09 per student 50%=$538.55 for FY23.

Payment in Lieu of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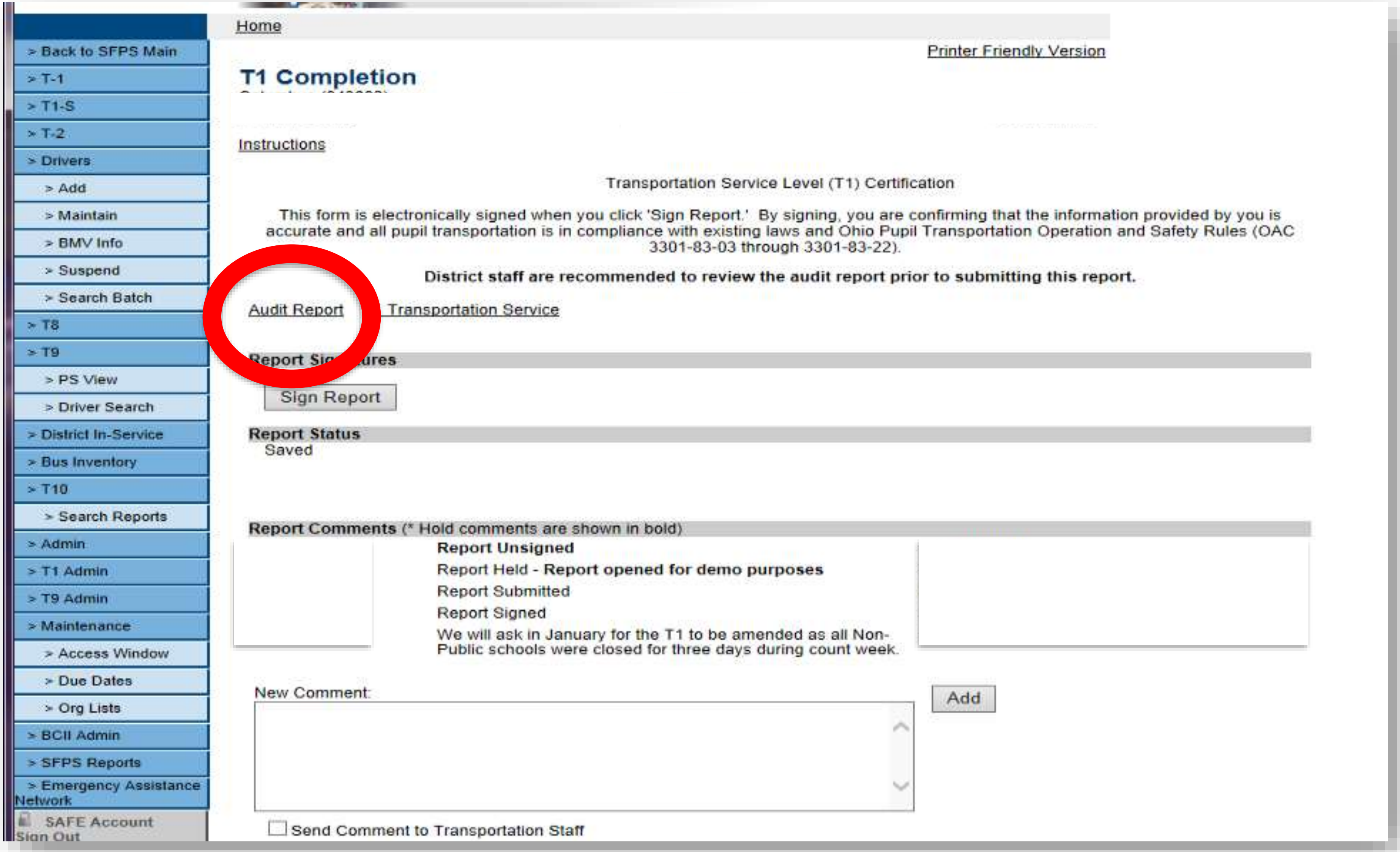
Type IV Waivers

Waiver Type	Description	Pupils
A	Previously approved, still eligible for payment this fiscal year	0
B	New Type IV pupils - waiver forms and board resolution required	1122
C	Post-secondary pupils providing own transport - no waiver required	0
D	Open enrollment pupils below Federal poverty line - no waiver required	0

Total Service Type IV Pupils on this Page: 1122
Total Service Type IV Pupils in Previous Section: 1122

Totals of A, B, C, and D pupils must equal the combined total of Type IV Public, Community School, and Non-Public pupil count

Audit Report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T1 Completion

Instructions

Transportation Service Level (T1) Certification

This form is electronically signed when you click 'Sign Report.' By signing, you are confirming that the information provided by you is accurate and all pupil transportation is in compliance with existing laws and Ohio Pupil Transportation Operation and Safety Rules (OAC 3301-83-03 through 3301-83-22).

District staff are recommended to review the audit report prior to submitting this report.

Audit Report Transportation Service

Report Sig ures

Sign Report

Report Status
Saved

Report Comments (* Hold comments are shown in bold)

Report Unsigned
Report Held - **Report opened for demo purposes**
Report Submitted
Report Signed
We will ask in January for the T1 to be amended as all Non-Public schools were closed for three days during count week.

New Comment:

☐ Send Comment to Transportation Staff

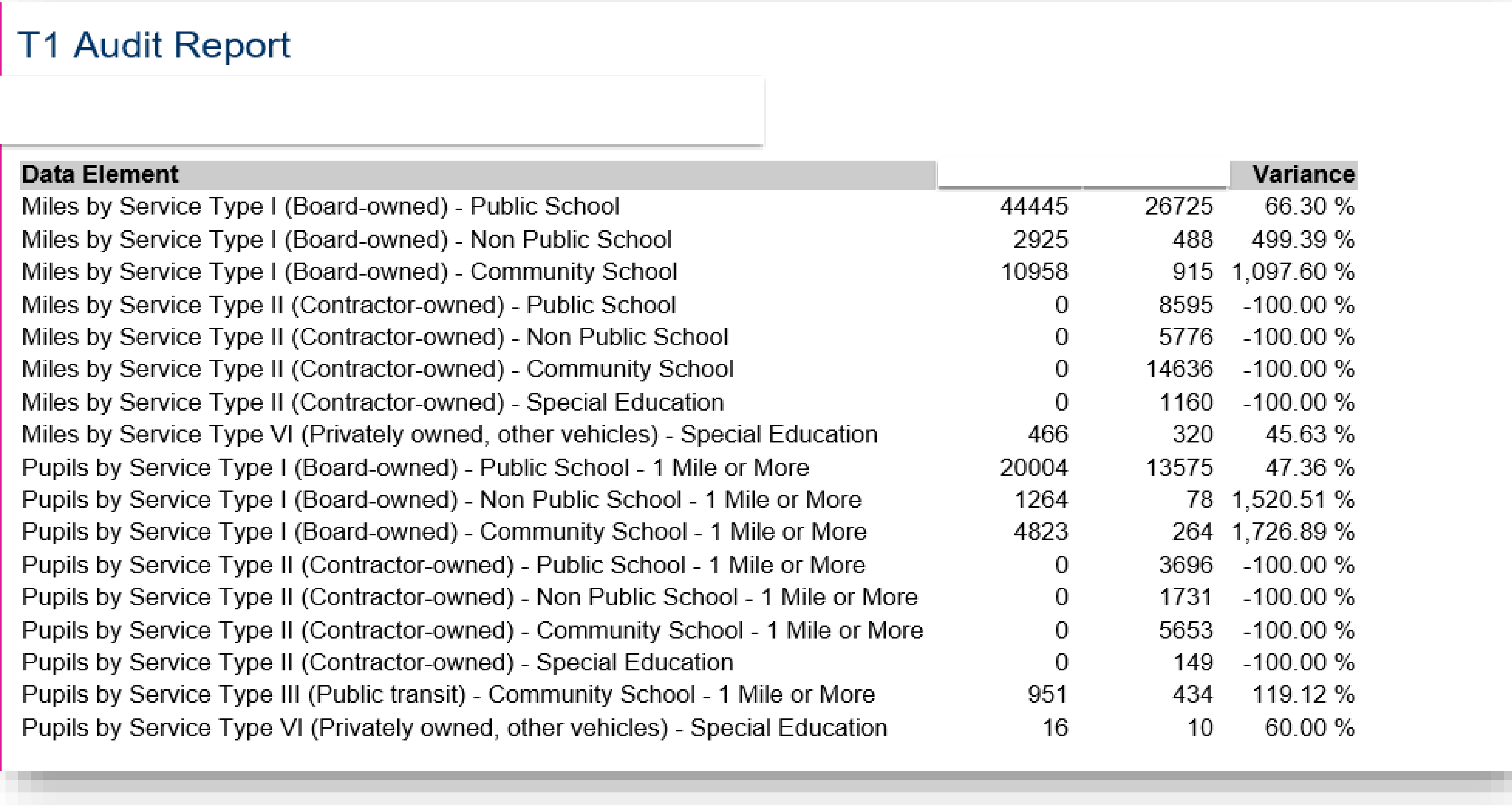
T1 Audit Report

- Lists Miles and Pupils by service type(s) for current year and last year.

- Provides Variance Percentage.

- Must be viewed by treasurer and superintendent to populate sign and submit button.

T1 Audit Report



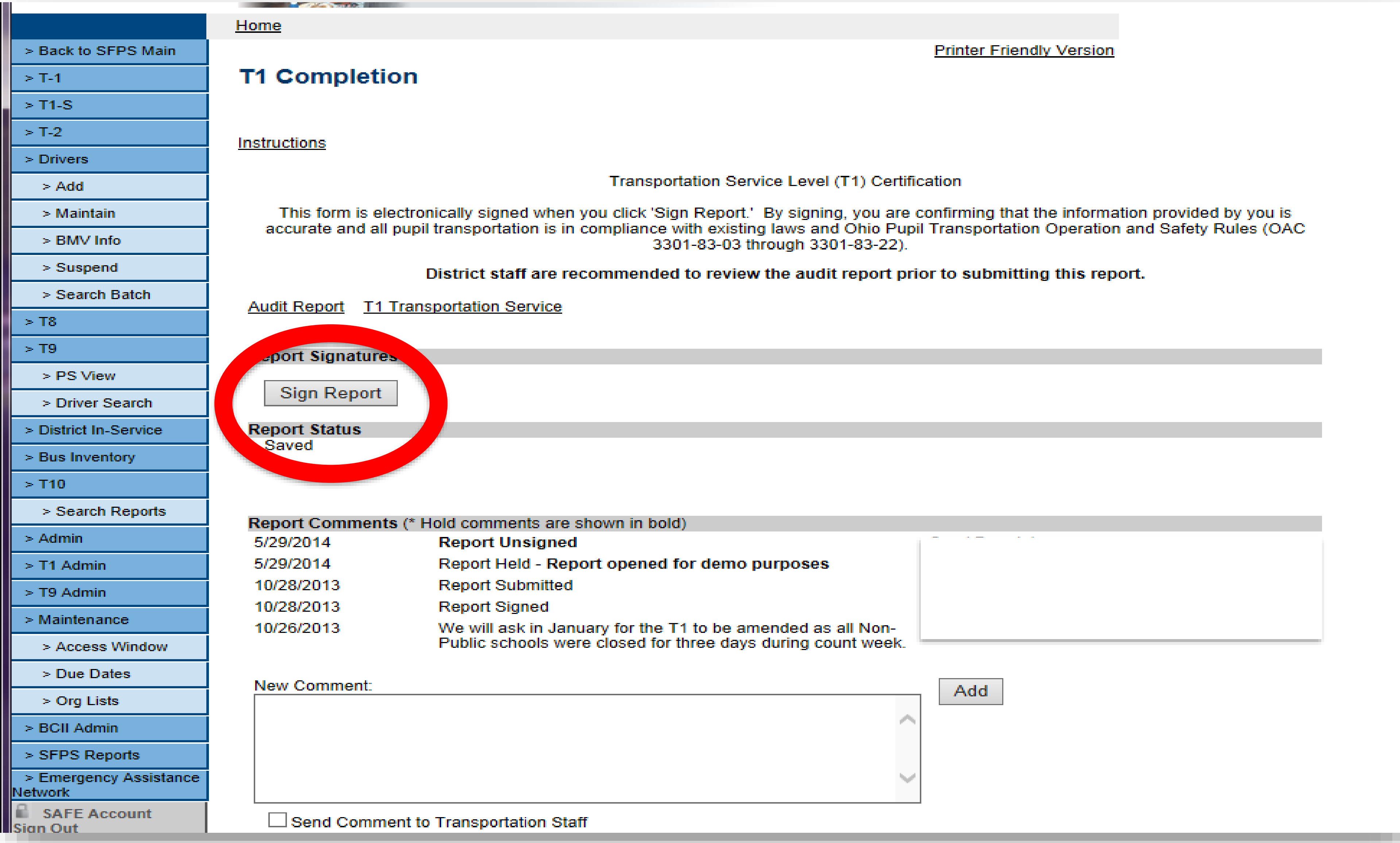
T1 Audit Report

Data Element			Variance
Miles by Service Type I (Board-owned) - Public School	44445	26725	66.30 %
Miles by Service Type I (Board-owned) - Non Public School	2925	488	499.39 %
Miles by Service Type I (Board-owned) - Community School	10958	915	1,097.60 %
Miles by Service Type II (Contractor-owned) - Public School	0	8595	-100.00 %
Miles by Service Type II (Contractor-owned) - Non Public School	0	5776	-100.00 %
Miles by Service Type II (Contractor-owned) - Community School	0	14636	-100.00 %
Miles by Service Type II (Contractor-owned) - Special Education	0	1160	-100.00 %
Miles by Service Type VI (Privately owned, other vehicles) - Special Education	466	320	45.63 %
Pupils by Service Type I (Board-owned) - Public School - 1 Mile or More	20004	13575	47.36 %
Pupils by Service Type I (Board-owned) - Non Public School - 1 Mile or More	1264	78	1,520.51 %
Pupils by Service Type I (Board-owned) - Community School - 1 Mile or More	4823	264	1,726.89 %
Pupils by Service Type II (Contractor-owned) - Public School - 1 Mile or More	0	3696	-100.00 %
Pupils by Service Type II (Contractor-owned) - Non Public School - 1 Mile or More	0	1731	-100.00 %
Pupils by Service Type II (Contractor-owned) - Community School - 1 Mile or More	0	5653	-100.00 %
Pupils by Service Type II (Contractor-owned) - Special Education	0	149	-100.00 %
Pupils by Service Type III (Public transit) - Community School - 1 Mile or More	951	434	119.12 %
Pupils by Service Type VI (Privately owned, other vehicles) - Special Education	16	10	60.00 %

T1 Completion Page

- Also known as Signature Page
- Click “SIGN REPORT”
- Click “SUBMIT REPORT”

Audit Report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T1 Completion

Transportation Service Level (T1) Certification

This form is electronically signed when you click 'Sign Report.' By signing, you are confirming that the information provided by you is accurate and all pupil transportation is in compliance with existing laws and Ohio Pupil Transportation Operation and Safety Rules (OAC 3301-83-03 through 3301-83-22).

District staff are recommended to review the audit report prior to submitting this report.

Report Signatures

Report Status
Saved

Report Comments (* Hold comments are shown in bold)

5/29/2014	**Report Unsigned**
5/29/2014	Report Held - **Report opened for demo purposes**
10/28/2013	Report Submitted
10/28/2013	Report Signed
10/26/2013	We will ask in January for the T1 to be amended as all Non-Public schools were closed for three days during count week.

New Comment:

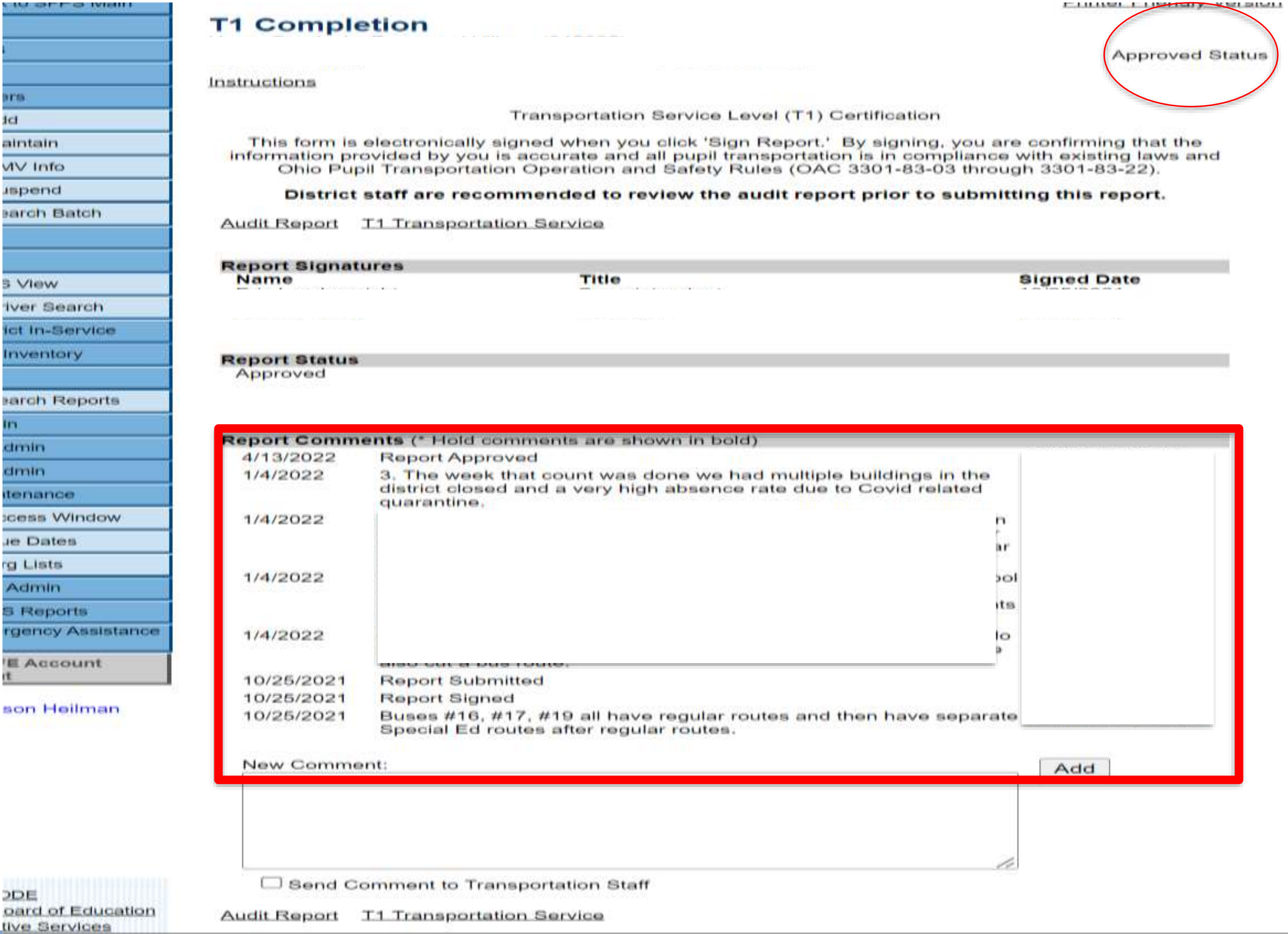
☐ Send Comment to Transportation Staff

T1 Completion Page

- Verify signature.

- If other signatures are incomplete REPORT STATUS will indicate such.

- **SIGN** and “**SUBMIT**”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Approved Status

T1 Completion

Instructions

Transportation Service Level (T1) Certification

This form is electronically signed when you click 'Sign Report.' By signing, you are confirming that the information provided by you is accurate and all pupil transportation is in compliance with existing laws and Ohio Pupil Transportation Operation and Safety Rules (OAC 3301-83-03 through 3301-83-22).

District staff are recommended to review the audit report prior to submitting this report.

Audit Report T1 Transportation Service

Report Signatures

Name	Title	Signed Date
[redacted]	[redacted]	[redacted]

Report Status

Approved

Report Comments (* Hold comments are shown in bold)

4/13/2022	Report Approved
1/4/2022	3. The week that count was done we had multiple buildings in the district closed and a very high absence rate due to Covid related quarantine.
1/4/2022	[redacted]
1/4/2022	[redacted]
1/4/2022	[redacted]
10/25/2021	Report Submitted
10/25/2021	Report Signed
10/25/2021	Buses #16, #17, #19 all have regular routes and then have separate Special Ed routes after regular routes.

New Comment:

Add

☐ Send Comment to Transportation Staff

Audit Report T1 Transportation Service

Sign and Submit

Sign report

- ✓Treasurer
- ✓Superintendent
- ✓Must view audit report

SUBMIT REPORT

Additional T-Reports

Report	Data Needed	Filing Due Date
T-8	Driver Physicals	Dated after May 1, but before the first day of school for returning drivers New hires between Jan. 1 and April 30 (good until following year May 1)
DOT Physical	Vendors may need both DOT and T-8.	DOT Physical NOT acceptable.

Additional T-Reports

Report	Data Needed	Filing Due Date
T-9	Driver Training Record	Within 30 days of last date of training as noted by On-bus-instructor
T-10	Accident Report for any accident where damages are greater than $1,000 total	Within 15 days of accident Must Notify OSHP within 48 hours regardless of amount

T-Reports Summary

Report	Data Needed	Filing Due Date
T-1	Miles and Student counts	Nov. 1
T-2	Directly Related Transportation Expenses	Aug. 31

Filing Deadlines

- T-1: November 1
- Amended T-1: Jan. 31
- T-2: Aug. 31

Calendar
Sun
Mon
Tue
Wed
Thu
Fri
Sat
1 2 3 4
5 6 7 8 9 10 11
12 13 14 15 16 17 18
19 20 21 22 23 24 25
26 27 28 29 30 31

Remember: Book Ends

T-1

Funding by students or miles.

T-2

Can’t have one without the other!

Contact the Department

www.schoolbus@education.ohio.gov

614-466-4230

SCHOOL BUS
EMERGENCY DOOR

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